

**CITY COUNCIL MEETING
TUESDAY, AUGUST 15, 2017
CITY HALL
22710 E. COUNTRY VISTA DRIVE
7:00 P.M.**

- 1. INVOCATION**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. ROLL CALL**
- 5. AGENDA APPROVAL**
- 6. CITIZEN COMMENTS**
- 7. LOCAL BUSINESS SPOTLIGHT:** Float Spokane, Jennifer Riggan
- 8. PRESENTATIONS**

City of Liberty Lake – Certificate of Appreciation
Mike Pendergrass, Liberty Lake Municipal Library

**City of Liberty Lake Population Update &
Planning & Building Services Mid-Year 2017 Report**
Amanda Tainio, Planning & Building Services Manager

- 9. MAYOR AND CITY COUNCIL COMMITTEE REPORT**
 - Finance Committee
 - Other Council Reports
- 10. CITY ADMINISTRATOR REPORT**
- 11. ACTION ITEMS**
 - A. Consent Agenda**
 - i. Approve August 1, 2017 City Council Minutes
 - ii. Approve August 15, 2017 vouchers in the amount of \$950,820.75
“Shredding of the note for Trailhead”

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 755-6700 with 24-hours advance notice for special accommodations.

B. General Business

- i. Approve Interlocal Agreement with Spokane County for Pavillion Park Irrigation Upgrades
- ii. Approve purchase of pedestrian crossing beacons & speed sign for Country Vista Drive

12. RESOLUTION

Resolution No. 17-229 –Surplusing items to be disposed

13. SECOND READ ORDINANCE

Ordinance No. 244 – Street Naming and Addressing

14. INTRODUCTION OF UPCOMING AGENDA ITEMS

15. CITIZEN COMMENTS

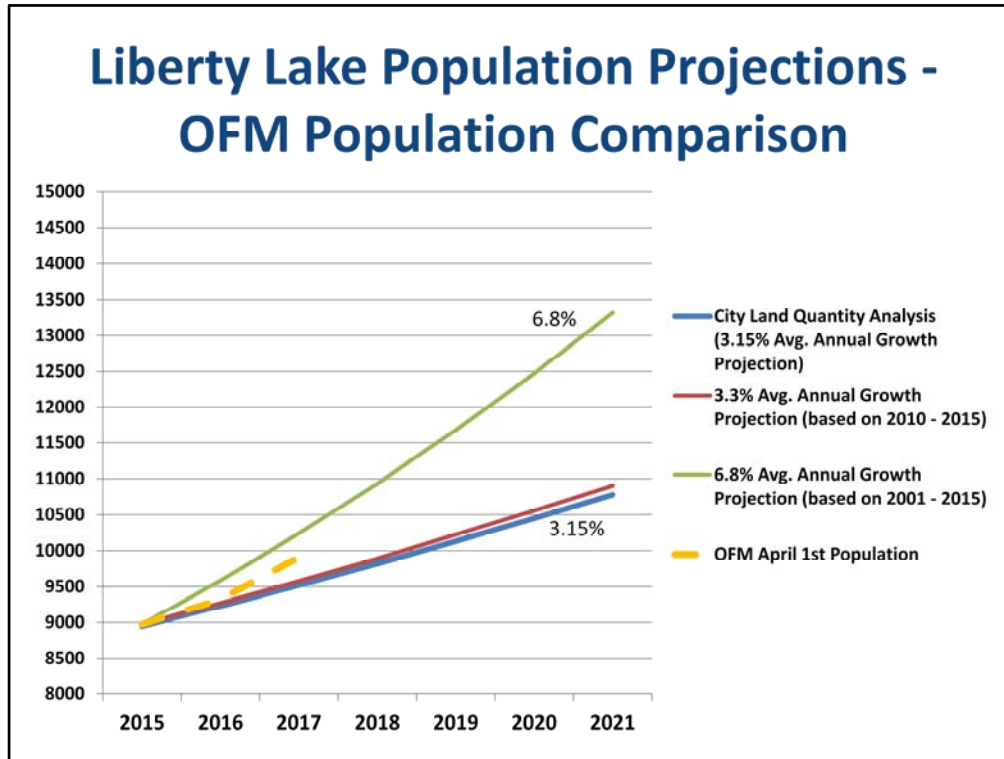
16. ADJOURNMENT

PRESENTATION

City of Liberty Lake Population Update

- Ranked #6 in WA State for population increase
- Population growth is on-track with planning
- Projects are reviewed to ensure adopted levels of service are maintained
- Infrastructure will support growth
 - Capital Facilities Plan (CFP)
 - Transportation Improvement Plan (CIP)
 - Capital Improvement Plan (CIP) - annual budget

Liberty Lake has had significant housing and employment growth but it is planned growth with the infrastructure appropriately timed to support it.



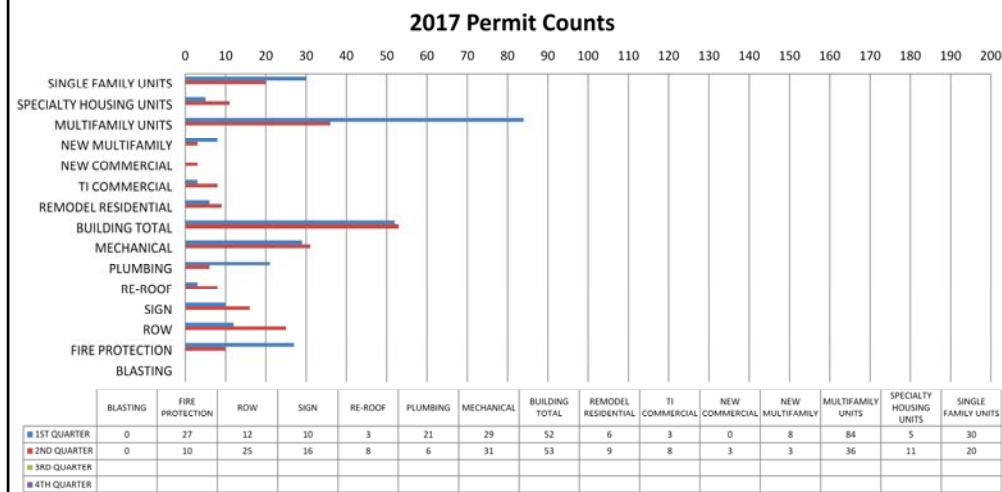
The City is experiencing growth but it is right on track with planning. The green line is our historical growth with a 6.8% average annual growth rate from 2001 - 2015. The red line is our historical growth with a 3.3% average annual growth rate from 2010 - 2015 only and the blue line is our City land quantity analysis from the Comprehensive Plan Update calculating a planned 3.15% average annual growth rate projection. The hatched orange is where our population is currently tracking. If we continue to track at a slightly faster rate, we will hit build-out a little sooner. Spokane County as a whole, experienced an 11% population increase over the past 10 years. Statewide, there was a population increase of 15 percent this year with net migration or people moving here being the largest factor. Also statewide, the level of housing growth actually remains below the prior decade and 52 percent of all new housing units were associated with multi-family structures.

Planning & Building Services Mid-Year 2017 Report

- Permitting activity aligns w/ regional growth
- Commercial growth continues to increase
- Single family growth in the River District (54%)
- \$44 million + in added valuation
- Permitting revenue for 2017 exceeds budgeted
 - Building Permits = \$470K+ (July 31st)
 - Zoning & Subdivision = \$43K+ (July 31st)
 - Commercial Plan Checking = \$67K+ (July 31st)
 - Harvard Road Mitigation = \$244K+ (July 31st)

Again, Liberty Lake has had significant housing and employment growth but it is planned growth with the infrastructure appropriately timed to support it.

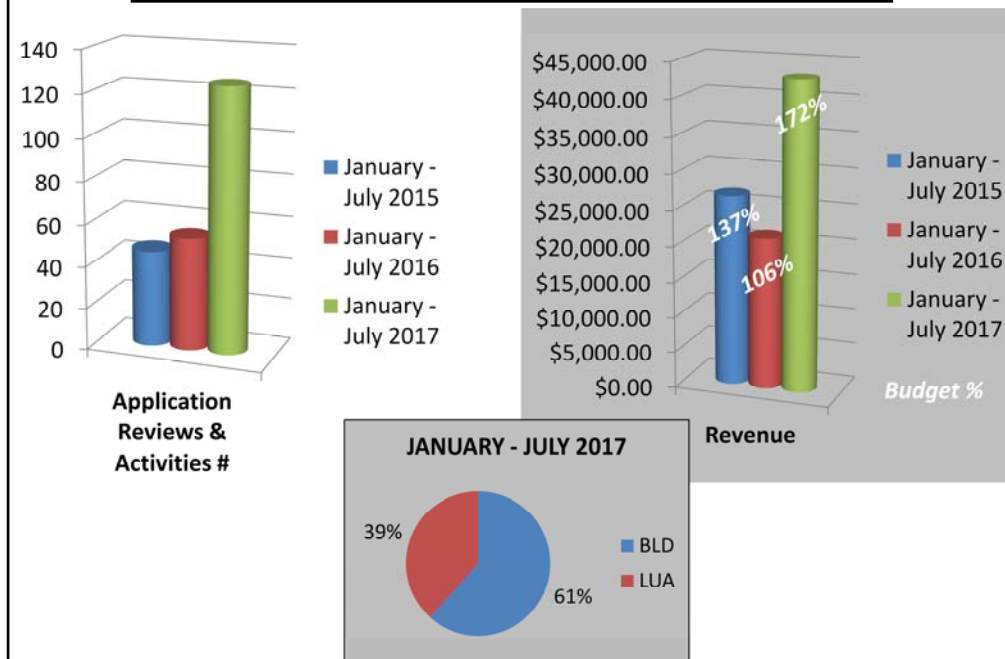
Permits Thru June 2017



2017 = 312 total permits thru June
 2016 = 302 total permits thru June
 2015 = 210 total permits thru June

Our new PermitTrax software allows us to track specific permit types and totals for easier reporting. This is an example of one of the available reports. Total permits issued thru June, continues to increase each year. The new commercial projects were the fire station, the McKinzie III building, and Liberty Lake Winery (the Country Vista Retail building was permitted in July).

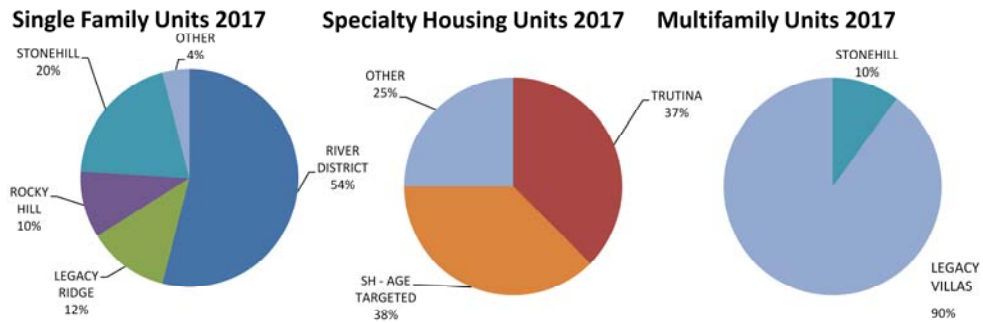
Zoning & Subdivision Mid-Year



The 2016 - 2017 mid-year activity increase is predominantly home occupation reviews with a 275% increase. For mid-year 2017, 61% of the zoning and subdivision revenue has been from building permit reviews and 39% has been from land use permits, land divisions, etc. We budget very conservatively and as of July 31st, we have already exceeded our 2017 budgeted revenue for planning activities.

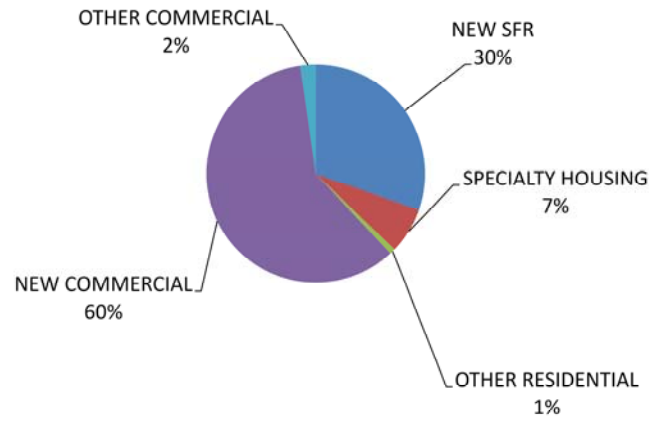
Application reviews and activities # does not include pre-application reviews, business license reviews, or code enforcement.

Housing Construction by Location / Type Thru June 2017



The majority of single family growth was in the River District at 54% (shown in dark blue) with the remaining 46% located south of I-90. Specialty housing (senior) is split between Trutina, Stonehill, and Guardian Angels. Stonehill and Legacy Villas are currently the only multi-family projects with Legacy Villas (shown in light blue) being by far the largest.

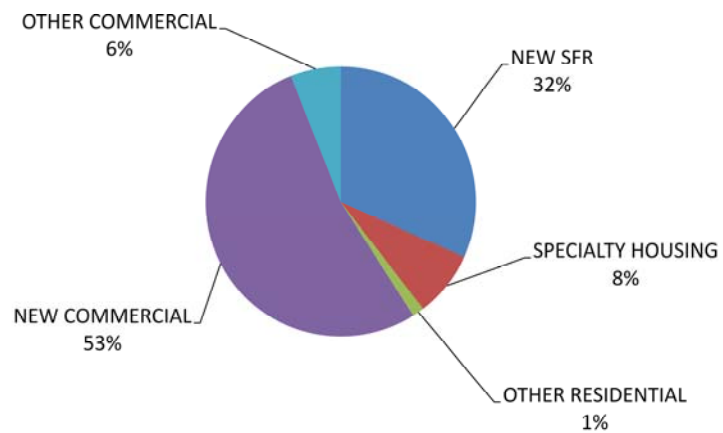
Valuations Thru June 2017



- Valuation totals by percentage
- Total Valuation = \$44,093,891.70

Total valuation is over \$44 million with half coming from commercial and multi-family projects.

Permit Fees Paid Thru June 2017

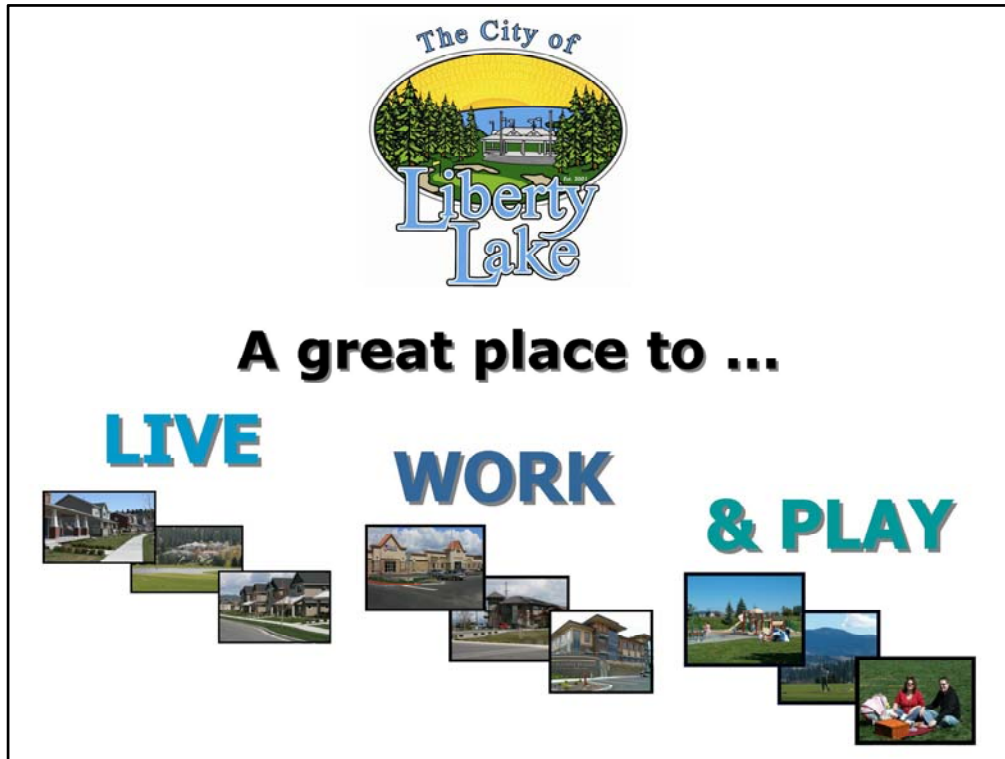


- Fees paid totals by percentage
- Total Fees Paid = \$702,755.07
 - Includes all building permit and site plan reviews, commercial plan check, Harvard Rd. Mitigation, SBCC, and misc. project reimbursements

The over \$700,000 of total permit fees paid includes all building permit and site plan reviews, commercial plan check, Harvard Rd. Mitigation, SBCC, and misc. project reimbursements with the majority paid in 2nd quarter of 2017.

Summary

- Population growth is on-track with planning
- Projects are reviewed to ensure adopted levels of service are maintained
- Infrastructure will support growth
- Permitting activity aligns w/ regional growth
- Commercial growth continues to increase
- Single family growth in the River District (54%)
- \$44 million + in added valuation
- Permitting revenue for 2017 exceeds budgeted



The City of Liberty Lake continues to be a great place to live, work, and play!

City of Liberty Lake

Consent Agenda for August 15, 2017 City Council Meeting

Report from the Mayor for pending claims and payment of previously-approved obligations through August 15, 2017

Payee	Description	Amount
See attached voucher report.		
Total vouchers through August 15, 2017		\$ 570,003.87
2-Aug-17 Kay I Wikovics	Check No. 24681	\$ 135.77
2-Aug-17 Payroll Internal Revenue Service	EFT	\$ 22.62
8-Aug-17 Evergreen Note Servicing	EFT	\$ 12,369.96
July, 2017 Payroll & Benefits		\$368,288.53
TOTAL		<u><u>\$950,820.75</u></u>

RECOMMENDATION: Approve and Authorize for Payment

ATTACHMENTS: All original invoices are on file with the City Treasurer.

SIGNATURES:

City Clerk

Mayor

Finance Committee

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

08/15/2017 To: 08/15/2017

Time: 09:33:47 Date: 08/10/2017

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2925	08/15/2017	Claims	1	EFT	CHEVRON AND TEXACO BUSI CARD SVCS	3,486.02	FUEL
2926	08/15/2017	Claims	1	EFT	HOME DEPOT CREDIT SERVICES	3,029.77	MATERIALS
2927	08/15/2017	Claims	1	EFT	LIBERTY LAKE SEWER AND WATER DISTRICT	8,294.62	UTILITIES
2928	08/15/2017	Claims	1	EFT	STATE OF WASHINGTON	5,854.29	07/2017 RETAIL TAX
2929	08/15/2017	Claims	1	EFT	VISA 2870	59.83	P MOGEN VISA CHGS
2930	08/15/2017	Claims	1	EFT	VISA 2888	708.25	P&CD VISA CHGS
2931	08/15/2017	Claims	1	EFT	VISA 4074	246.55	LLML VISA CHGS
2932	08/15/2017	Claims	1	EFT	VISA 4272	508.91	ADMIN VISA CHGS
2933	08/15/2017	Claims	1	EFT	VISA 4397	59.00	A STAPLES VISA CHGS
2934	08/15/2017	Claims	1	EFT	VISA 4405	849.85	PARKS&REC VISA CHGS
2935	08/15/2017	Claims	1	EFT	VISA 5452	229.49	B ASMUS VISA CHGS
2936	08/15/2017	Claims	1	24682	ABADAN REPROGRAPHICS/IMAGING	32.64	NOA SIGN
2937	08/15/2017	Claims	1	24683	ACRANET	20.00	BACKGROUND CHECK
2938	08/15/2017	Claims	1	24684	ADAMS TRACTOR CO INC	320.93	SERVICES,PARTS
2939	08/15/2017	Claims	1	24685	AMERICAN PLANNING ASSOC	338.00	AMANDA TAINIO MEMBERSHIP 10/1/17-9/30/18
2940	08/15/2017	Claims	1	24686	ARROW CONSTRUCTION SUPPLY INC	839.58	MATERIALS
2941	08/15/2017	Claims	1	24687	AUTO RAIN SUPPLY	222.58	MATERIALS
2942	08/15/2017	Claims	1	24688	AVISTA UTILITIES	10,609.89	UTILITIES
2943	08/15/2017	Claims	1	24689	BALDWIN SIGN COMPANY	49,110.07	CONSTRUCTION OF COMMUNITY MESSAGE SIGN
2944	08/15/2017	Claims	1	24690	BLACKBOURN	212.34	CD W/RING BLACK
2945	08/15/2017	Claims	1	24691	BTAC ACQUISITION CORP	38.07	BOOKS
2946	08/15/2017	Claims	1	24692	CITIES INSURANCE ASSOC WA	620.81	DEDUCTIBLES
2947	08/15/2017	Claims	1	24693	CIVICPLUS	4,000.00	SERVICES
2948	08/15/2017	Claims	1	24694	COMCAST SPOTLIGHT INC	140.00	TV ADS 7/4,16,21,22/17
2949	08/15/2017	Claims	1	24695	COUNTRY VISTA CAR WASH	255.00	WASHES
2950	08/15/2017	Claims	1	24696	DEMCO	177.11	LABEL PROTECTORS,BOOK&FILAM ENT TAPE
2951	08/15/2017	Claims	1	24697	EASTERN WASHINGTON UNIVERSITY	978.88	REGIONAL SITE SELECTOR CONSORTIUM AUG '17-JULY '18
2952	08/15/2017	Claims	1	24698	EVANS CRAVEN & LACKIE PS	5,500.00	PROF SVCS 6/26-7/21/17
2953	08/15/2017	Claims	1	24699	EVERGREEN STATE TOWING	108.80	SERVICES
2954	08/15/2017	Claims	1	24700	FIBER MARKETING INTERNATIONAL INC	34.14	MATERIALS
2955	08/15/2017	Claims	1	24701	FREE PRESS PUBLISHING INC	25.00	LEGAL ADS
2956	08/15/2017	Claims	1	24702	GCSAA	195.00	ZACHARY SHERMAN MEMBERSHIP 10/1/17-9/30/18
2957	08/15/2017	Claims	1	24703	GEOENGINEERS	2,736.00	SERVICES 8/8-7/14/17 COUNTRY VISTA DR
2958	08/15/2017	Claims	1	24704	GIBSONS NURSERY	2,776.58	MATERIALS
2959	08/15/2017	Claims	1	24705	GREENLEAF LANDSCAPING INC	2,711.01	SERVICES
2960	08/15/2017	Claims	1	24706	HARBOR FREIGHT TOOLS	6.95	MATERIALS

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

08/15/2017 To: 08/15/2017

Time: 09:33:47 Date: 08/10/2017

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2961	08/15/2017	Claims	1	24707	HITECHNIQUE LLC	3,485.74	IT SVCS SEPT,TREND MICRO WORRY-FREE BUSINESS SECURITY STD
2962	08/15/2017	Claims	1	24708	HORIZON	438.17	MATERIALS
2963	08/15/2017	Claims	1	24709	INK TO MEDIA	298.72	MATERIALS
2964	08/15/2017	Claims	1	24710	INLAND NORTHWEST TOP 3	45.00	MAYOR PETERSON REGISTRATION SR NON-COMMISSIONED OFFICER INDUCTION CEREMONY/BANQUET
2965	08/15/2017	Claims	1	24711	ZACHARIAH V JOHNSON	185.00	PERMITTRAX USER CONF SEATTLE WA PER DIEM
2966	08/15/2017	Claims	1	24712	TRAVIS E MONTGOMERY	13.70	BATTERIES
2967	08/15/2017	Claims	1	24713	NATIONAL BARRICADE CO	6,396.52	MATERIALS
2968	08/15/2017	Claims	1	24714	NORTH IDAHO COLLEGE	69.00	FLAGGER CERTIFICATION STEPHEN WILLIAMS
2969	08/15/2017	Claims	1	24715	NORTHWEST BUSINESS STAMP	31.55	NAMEPLATES PLANNING COMMISSION JAMIE BAIRD,TOM CHAMBERLAIN
2970	08/15/2017	Claims	1	24716	OCLC INC	2,289.55	CATALOGING&METADATA,R ESOURCE SHARING&ILL,REFERENCE
2971	08/15/2017	Claims	1	24717	OFFICE DEPOT	293.59	OFFICE SUPPLIES
2972	08/15/2017	Claims	1	24718	OTIS HARDWARE	83.14	MATERIALS
2973	08/15/2017	Claims	1	24719	PEPLINSKI EXCAVATION INC	11,002.30	SERVICES
2974	08/15/2017	Claims	1	24720	PLANET TURF	1,082.56	MATERIALS
2975	08/15/2017	Claims	1	24721	PTERA INC	2,625.57	PHONES
2976	08/15/2017	Claims	1	24722	PURCHASE POWER	300.00	REPLENISH POSTAGE
2977	08/15/2017	Claims	1	24723	RAY TURF FARMS INC	731.14	MATERIALS
2978	08/15/2017	Claims	1	24724	ROLLING ROCK EXCAVATING INC	353,993.19	LIBERTY LAKE RD PARTIAL PYMT
2979	08/15/2017	Claims	1	24725	SHOWCASES	122.04	DVD SINGLE POLY
2980	08/15/2017	Claims	1	24726	SIR SPEEDY PRINTING	141.44	BUSINESS CARDS TREVOR R., STEPHEN
2981	08/15/2017	Claims	1	24727	TREVOR D SLOCUM	98.25	FIELD MAINTENANCE CLASS SEATTLE PER DIEM
2982	08/15/2017	Claims	1	24728	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	199.00	A GALE MEMBERSHIP 11/1/17-10/31/18
2983	08/15/2017	Claims	1	24729	SPOKANE CLEAN LLC	1,058.67	CARPET CLEANING
2984	08/15/2017	Claims	1	24730	SPOKANE COUNTY SOLID WASTE	64.79	REFUSE
2985	08/15/2017	Claims	1	24731	SPOKANE COUNTY TREASURER	5,809.26	SERVICES
2986	08/15/2017	Claims	1	24732	SPOKANE ROCK PRODUCTS INC	525.72	MATERIALS
2987	08/15/2017	Claims	1	24733	SQUAREGROVE	219.00	UPLIFT DESK CONVERTER-P PRINCE
2988	08/15/2017	Claims	1	24734	SUPPLYWORKS	559.61	MATERIALS
2989	08/15/2017	Claims	1	24735	T-MOBILE	852.96	CELL PHONES 6/21-7/20/17
2990	08/15/2017	Claims	1	24736	THE SPOKESMAN REVIEW	225.63	RFQ TRAILHEAD IRRIGATION
2991	08/15/2017	Claims	1	24737	TIRE-RAMA	1,926.31	SERVICES
2992	08/15/2017	Claims	1	24738	UNITED RENTALS INC	2,829.44	RENTAL
2993	08/15/2017	Claims	1	24739	VERIZON WIRELESS	2,021.54	CELL PHONE SVCS 6/23-7/22/2017
2994	08/15/2017	Claims	1	24740	VERNON LIBRARY SUPPLIES	255.50	HANDYHOLDS PRINTABLE ADHESIVE

CHECK REGISTER

CITY OF LIBERTY LAKE

MCAG #: 2757

08/15/2017 To: 08/15/2017

Time: 09:33:47 Date: 08/10/2017

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2995	08/15/2017	Claims	1	24741	VIP PRODUCTION NORTHWEST INC	2,019.33	BAREFOOT IN THE PARK
2996	08/15/2017	Claims	1	24742	WASHINGTON STATE UNIVERSITY	165.00	ASMUS, BRIAN FBINAA CHAPTER CONF & TRNG REGISTRATION
2997	08/15/2017	Claims	1	24743	WASTE MGMT OF SPOKANE	273.48	SVC PERIOD 7/1-31/17
2998	08/15/2017	Claims	1	24744	WENDLE MOTORS INC	52,770.83	2017 FORD POLICE INTERCEPTOR SUV AWD
2999	08/15/2017	Claims	1	24745	WHITLEY FUEL LLC	1,600.12	FUEL, DYED DIESEL
3000	08/15/2017	Claims	1	24746	BEN WICK	5,450.00	SPLASH ADS, BAREFOOT IN THE PARK SECTION
3001	08/15/2017	Claims	1	24747	WILBUR-ELLIS COMPANY LLC	762.17	MATERIALS
3002	08/15/2017	Claims	1	24748	WITTKOPF ENTERPRISES INC	959.83	MATERIALS
3003	08/15/2017	Claims	1	24749	XEROX CORPORATION	393.55	BLACK/COLOR BILLABLE PRINTS
001 General Fund						112,051.55	
110 Street Fund						12,288.20	
312 Street Capital Fund						356,822.27	
335 Community Messaging Fund						49,110.07	
410 Stormwater Utility Fund						25,647.92	
420 Golf Operations Fund						14,083.86	
						<hr/>	
						570,003.87	Claims: 570,003.87
						<hr/>	
						570,003.87	

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim a just, due and unpaid obligation against the City of Liberty Lake, and that I am authorized to authenticate and certify to said claim."

City Clerk

Date

"I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligations against the City of Liberty Lake, and that I am authorized to certify to said claim."

City Clerk

Date



AGENDA ITEM NO.: 11Bi

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Interlocal Agreement Between City and County for Pavillion Irrigation

FOR THE AGENDA OF: August 15, 2017

DEPT. HEAD APPROVAL:

DEPT. OF ORIGIN: Public Works

EXHIBIT: Interlocal Agreement, Evaluation

<u>EXPENDITURE REQUIRED:</u>	Yes
<u>BUDGETED:</u>	Yes for 2017

SUMMARY STATEMENT

As part of the Interlocal discussion staff has provided three options for obtaining irrigation water for Pavillion Park. See attached sheet and Interlocal Agreement. After evaluating all three options staff recommends moving forward with the interlocal agreement with Spokane County.

RECOMMENDED ACTION

Staff recommends:

1. Approving the interlocal agreement with Spokane County.

**AN INTERLOCAL AGREEMENT
BETWEEN THE CITY OF LIBERTY LAKE AND SPOKANE COUNTY**

THIS INTERLOCAL AGREEMENT, made and entered this day _____ of _____, 2017, by and between SPOKANE COUNTY, a political subdivision of the State of Washington, having offices for the transaction of business at West 1116 Broadway Avenue, Spokane, Washington, 99260, hereinafter referred to as the "COUNTY", and the City of Liberty Lake, a municipal corporation of the State of Washington, having offices for the transaction of business at 22710 E. Country Vista Drive, Liberty Lake, WA 99019, hereinafter referred to as the "CITY"; and jointly hereinafter referred to with the COUNTY, as the "PARTIES."

WITNESSETH:

WHEREAS, the City owns, operates and maintains Pavillion Park in the City of Liberty Lake; and the approved water supply point of withdrawal for Pavillion Park is currently located on the County's MeadowWood Golf Course (MeadowWood) per the Pavillion Park Transfer Agreement, approved pursuant to County Resolution No. 2003-0256; and

WHEREAS, pursuant to the provisions of Chapter 39.34 RCW, two or more public bodies may jointly cooperate with each other to perform functions which each may individually perform; and

WHEREAS, the City desires to continue utilizing the current water supply point of withdrawal located on MeadowWood; and

WHEREAS, the County owns, operates and maintains MeadowWood; and, the water supply point of withdrawal serving MeadowWood is located on site; and

WHEREAS, the Parties agree it is more efficient to share the same water supply point of withdrawal and the cost of facilities needed to withdraw water from the ground into the MeadowWood reservoir, located directly north of MeadowWood clubhouse; and

WHEREAS, the City desires to construct a new transfer line and pump station on MeadowWood to transport water from the MeadowWood reservoir, to Pavillion Park; and, the County desires to construct a new irrigation system to serve MeadowWood to include, among other components, a new pump station to transport water from the MeadowWood reservoir to irrigate the golf course; and

WHEREAS the Parties have utilized the services of Bryant Taylor Gordon Irrigation Design & Consulting to design and prepare bid documents for the construction of the Parties' desired new pump station facilities as described herein; and

WHEREAS, Bryant Taylor Gordon Irrigation Design & Consulting has determined that County will need to construct a new Wet Well and Intake Line to the MeadowWood reservoir, along with a new Pump Building, to house and supply water to County's new pump station; and

WHEREAS, Bryant Taylor Gordon Irrigation Design & Consulting has determined the most cost effective alternative for City new pump station consists of co-locating the City's and County's new pump station facilities within one (County) Pump Building, and sharing use of the

same Wet Well and Intake Line to the MeadowWood reservoir, by increasing the size of the Pump Building, Wet Well and Intake Line, as needed, to accommodate both City and County new pump station facilities; and

WHEREAS, the City and County agree that the most cost efficient location for the Parties new pump stations is to be co-located in a single pump building as recommended by Bryant Taylor Gordon Irrigation Design & Consulting; and

WHEREAS, the City operates and maintains Pavillion Park in the City of Liberty Lake and requires access to its irrigation water supply, pump station and intake line for such operations and maintenance; and

WHEREAS, the City and County desire to make efficient use of public resources by cooperating in the use of the pump station for the maintenance of Pavillion Park.

NOW, THEREFORE, for and in consideration of the above recital and the mutual promises set forth hereinafter, the Parties hereto agree as follows:

SECTION 1. PURPOSE. The purpose of this Agreement is to make efficient use of County and City resources by partnering together to address both individual and mutual needs for the foreseeable future as follows:

1. Continue to share same point of withdrawal for water needed by the City to irrigate Pavillion Park and by the County to irrigate MeadowWood.
2. Establish formula to share ongoing costs associated with the maintenance, operation and replacement of County facilities and infrastructure that withdraw and transport water into the MeadowWood reservoir for use by the Parties as outlined herein in Sections 1., 2. and 3.
3. Collaborate and share costs as mutually agreed, to design, bid and simultaneously construct under one primary contractor to coincide with county golf course irrigation system construction and related components such as:
 - a. County Pump Building, Wet Well and Intake line;
 - b. City pump station and transfer line to Pavillion Park;
 - c. County Pump station; and
 - d. See Exhibits "A" and "B" attached hereto.
4. Provide City access to City pump station equipment and transfer line for maintenance and operation purposes while this Agreement is in place.

SECTION 2. COUNTY PERFORMANCE.

The COUNTY shall:

1. Provide to the City, for the duration of this Agreement and subject to the terms and conditions outlined herein, continued shared use of:
 - a. water supply point of withdrawal (well) on MeadowWood property
 - b. existing and future County infrastructure, which purpose is to withdraw and transport water from the ground (point of withdrawal) to the MeadowWood reservoir; and
 - c. County shall monitor and record via water meter, total volume of water withdrawn annually, from water supply point of withdrawal (well) on the MeadowWood property.
2. Utilize design documents for new County pump station and MeadowWood irrigation system as prepared by Bryant Taylor Gordon Irrigation Design & Consulting, to bid and

construct new County pump station and irrigation system to irrigate MeadowWood golf course, subject to County approval of qualified low bidder and project cost acceptable to County in accordance with the Revised Code of Washington.

- a. County shall monitor and record via water meter, total volume of water pumped annually, by the new County pump station to irrigate the MeadowWood golf course property.
 - b. As a component of the MeadowWood irrigation system project, County shall design bid and construct a new County Pump Building, Wet Well and Intake line to be of adequate size, material and craftsmanship to accommodate the new County and new City pump stations and associated volume to withdraw and transport water from the MeadowWood reservoir to be used by County to irrigate MeadowWood; and, the City to irrigate Pavillion Park.
- 3 Utilize design documents for new City pump station and transfer line to Pavillion Park as prepared by Bryant Taylor Gordon Irrigation Design & Consulting, to include and bid as an additive alternate to the MeadowWood irrigation system project as a separate project from County golf course items. The bid additive alternate shall also include the added cost to pump station resulting from the addition of the City's park transfer pump to the pump skid, as well as the increased cost of the larger wet well required for the additional pump. Note: Wet Well required without City transfer pump = 72" diameter, Wet Well required with City transfer pump = 84" diameter, and;
 - a. County will accept bid additive alternate and include the additional construction of City pump station and transfer line to Pavillion Park to coincide with the golf course installation work subject to County approval of qualified low bidder and cost acceptable to City and County and other terms and conditions outlined herein.
 - b. In the event of City bid additive alternate approval, upon completion County shall monitor and record via water meter, total volume of water pumped annually, by the new City pump station to irrigate Pavillion Park property.
- 4 Provide to the City, for the duration of this Agreement – and subject to the terms and conditions outlined herein – access to and use of City pump station and transfer line to Pavillion Park across and over the MeadowWood property as needed for the City to operate, maintain, and repair said improvements necessary to irrigate Pavillion Park.
- 5 Utilize design documents for new County Pump Building for MeadowWood to house Wet Well, County new pump station & City new pump station as prepared by Stantec Architecture Inc. The bid documents will call for proposals to specify a specific cost for the new Pump Building as a bid item within the overall project.
6. Subject to the provisions within Section 4 (Consideration), in the event that County negligence were to cause physical damage to City pump station and/or transfer line to Pavillion Park (i.e. County while digging on MeadowWood Golf Course to address County irrigation system repair inadvertently damages City transfer line), the County will notify the City in such circumstance immediately following to advise and work with City to jointly agree on one of the following two courses of actions to resolve ("a." or "b.>"). In the event the Parties cannot agree, action "b" shall apply. Course of Actions are as follows:
 - a. County shall make every effort to complete, or arrange for the completion of repairs expeditiously at County's sole expense to minimize impacts in service;
OR

- b. City shall complete repairs or arrange for completion of repairs subject to provisions contained in Section 3 (3.) (a.). Following completion of repairs, City shall invoice County for reimbursement of costs to complete repairs. City will add an additional amount equal to 10% of costs to complete repairs, to cover administrative (indirect) expenses. County shall provide payment within thirty (30) days of receipt of the invoice. Payments not received within thirty (30) days shall be subject to a late fee equal to 1% per month of the amount past due.

SECTION 3. CITY PERFORMANCE.

The CITY shall:

1. Review and provide the County a written decision to “approve” or “reject” the bid additive alternate as outlined in above Section 2. (3.) and Section 2. (3.)(a.) within seven (7) calendar days from receiving bid results from County.
 - a. If the City decides to “reject” the bid add alternate, said rejection shall signify notice of termination on behalf of the City of this Agreement in accordance with Section 7. herein.
 - b. If the City and the County elect to “approve” the bid additive alternate, the City hereby agrees to reimburse the County for all costs associated with completion of the bid additive alternate – including: the additive alternate bid price, plus any cost increase to the County resulting from the award of the additive alternative award to a responsible low bidder of the project, as well as the County selected project items; the added cost of any change orders specific to the additive alternate; or other related expenses that may result through the course of construction of the City bid additive alternate, plus sales tax. Additionally, the City shall add an additional 10% of total bid additive alternate costs (including sales tax) to contribute towards the cost of construction management and oversight to be provided by the County and those hired by County to assist with such service.
 - c. The City hereby agrees to reimburse the County for 10% of all costs associated with completion of the County Pump Building – as determined by the price established in the awarded bid, plus any cost increase that may result through the course of construction of the Pump Building, plus sales tax. Additionally, the City shall contribute financially in an amount equal to 10% of the City’s contribution to the Pump House, to be used by the County towards the cost of construction management and oversight to be provided by County and those hired by County to assist with such service.
 - d. The County shall invoice City for reimbursement of costs outlined herein Section 3.(1.)(b.)&(c.). The City shall provide payment within thirty (30) days of receipt of the invoice. Payments not received within thirty (30) days shall be subject to a late fee equal to 1% per month of the amount past due.
2. Cooperate with the County and Avista Utilities, or its successor, to have a power meter installed serving the City’s new pump station, which is separate from the County power meter. The City shall assume financial responsibility for all costs associated with said power meter serving the new City pump station.

3. The City shall notify the County prior to accessing the MeadowWood property as needed to operate, maintain, and repair the City's new pump station and transfer line to Pavillion Park.
 - a. The City shall obtain County approval, that shall not be unreasonably withheld, prior to bringing or causing equipment to be brought onto the MeadowWood property as needed to operate, maintain, and repair the City's new pump station and transfer line to Pavillion Park.
 - b. In the event that City operation, maintenance, or repair of the City's new pump station and transfer line to Pavillion Park causes a financial impact to MeadowWood golf course operations (reduces or prevents rounds of golf from being played) or causes physical damage to the County MeadowWood golf course, the City shall reimburse the County and the County's MeadowWood contracted golf professional in an amount equal to the financial operational loss and/or cost of repairs to the golf course as determined by the County. In such instance, County will add an additional amount – equal to 10% of City's portion of costs – to cover administrative (indirect) expenses. The City shall pay within thirty (30) days of receipt of the invoice. Payments not received within thirty (30) days shall be subject to a late fee equal to 1% per month of the amount past due.

SECTION 4. CONSIDERATION:

The consideration for this Agreement shall consist of the performance of the mutual promises and terms set forth herein, as well as the above recitals. The respective benefits and burdens of the PARTIES are outlined in Sections 2 and 3 above. In addition:

1. The City shall pay a portion of the cost to maintain, operate, and replace existing County facilities and infrastructure that withdraw and transport water into the MeadowWood reservoir for use by the PARTIES. Such cost shall be based on the proportionate share of water utilized by the City and by the County new pump stations as metered, monitored and recorded annually on a calendar year basis. The proportionate amount shall be based on cumulative historical proportionate use as applicable / available at the time of incurred expense except for electricity. The City's electricity expense shall be based upon proportionate usage annually, over the most recent calendar year vs. accumulative.
2. The City shall pay a portion of the maintenance costs of the County Pump House. Such cost shall be based on the proportionate share of water utilized by the City's and by the County's new pump stations as metered, monitored and recorded annually on a calendar year basis. The proportionate amount shall be based on cumulative historical proportionate use as applicable / available at the time of incurred expense.
3. The County may invoice the City for other services associated with the Facilities or Equipment not otherwise provided for in subsections (1) and (2) above with the written consent of the City. In such circumstances, the County shall only invoice City for services actually rendered to the City.
4. MeadowWood golf course reservoir use restrictions.
 - a. The County has designed and constructed the MeadowWood reservoir to provide a level of protection for the golf course. Specifically, in the event of a system failure to the supply of water from the point of withdrawal to the

reservoir, the reservoir should contain enough water to supply the County (existing and new) pump station with enough water to irrigate the entire golf course for approximately three (3) calendar days.

- b. If for any reason water ceases to be supplied from the point of withdrawal to the MeadowWood reservoir, the County shall power down or otherwise disable the City pump station from pulling water from the MeadowWood reservoir, until such time as repairs can be completed, the water supply is restored from the point of withdrawal to the MeadowWood golf course reservoir, and sufficient water exists within the reservoir as determined by County to supply both County and City usage as outlined herein.
 - i. The County will notify the City in such circumstance immediately following temporary shutdown.
 - ii. The County will make every effort to complete, or arrange for the completion of repairs, expeditiously to restore the water supply from the point of withdrawal to the MeadowWood reservoir.
 - iii. The City understands and accepts these terms and restrictions and any potential disruptions in service that may result therefrom, and pledges to assist the County in completion and/or arrangement of repairs if requested by the County.
5. The County shall send the City an invoice for the City's portion of the costs as outlined in subsections (1),(2),(3) and (4) above. The County will add an additional amount equal to 10% of the City's portion of costs to cover administrative (indirect) expenses. The City shall pay within thirty (30) days of receipt of the invoice. Payments not received within thirty (30) days shall be subject to a late fee equal to 1% per month of the amount past due.

SECTION 5. EFFECTIVE DATE/TERM. The effective date of this Agreement shall be upon signature of this Agreement by each Party. The Agreement shall remain effective from said signature until such time as one or both Parties agree that the Agreement is no longer needed or the Agreement is terminated, as provided herein.

SECTION 6. ANNUAL REVIEW. This Agreement shall be subject to an annual review for the duration of the Agreement and compliance with the terms herein.

SECTION 7. TERMINATION. Either Party may terminate this Agreement upon not less than one hundred eighty (180) days written notice to the other Party. In the event of termination, effective upon the applicable termination date and time:

- a. The Parties shall continue to honor all aspects of this Agreement up to the effective date and time of termination.
- b. The City shall discontinue receiving water via the point of withdrawal located on the MeadowWood property.
- c. The City shall have removed City pump facilities from within the County pump house at City's sole expense, or otherwise hereby agrees to forfeit and convey any and all rights and interest of said City pump facilities to County.
- d. The City acknowledges that the County may arrange for the removal of City electric meter service serving the City's pump facilities.

- e. The City hereby conveys to the County any and all interest and rights, perceived or real to any City equipment and/or infrastructure located on the County's MeadowWood golf course property constructed or installed in association with this Agreement, such as, but not limited to the "transfer line to Pavillion Park".

SECTION 8. NOTICE. Any notices given under this Agreement shall at a minimum be delivered postage prepaid and addressed to:

To City:
City of Liberty Lake
Attn: City Administrator
22710 E Country Vista Dr
Liberty Lake, WA 99019

And to County:
Attn: Director
Spokane County Parks, Recreation & Golf Department
404 N. Havana Street
Spokane, Washington 99202-4663

The names and addresses to which notices shall be directed may be changed by either Party giving the other notice of such change as provided in this section.

SECTION 9. AMENDMENTS. This Agreement shall not be altered, changed or amended except by an instrument in writing executed by the Parties hereto. Subject to the provisions of SECTION 6 (Annual Review), any changes in the scope of work or compensation shall be mutually agreed upon between the Parties and shall be incorporated into written amendments to this Agreement.

SECTION 10. CHANGE IN CIRCUMSTANCE. The Parties acknowledge that both planned and unforeseen circumstances may prevent the provision of all the services anticipated by this Agreement. The Parties acknowledge by way of example that MeadowWood may be closed for maintenance or other regular or emergency reasons and that loss of access may impact the City's operations. In such instances, each Party shall make best efforts to provide advance notice of closures or need for access.

SECTION 11. INDEMNITY AND HOLD HARMLESS

To the extent of its comparative liability, each party agrees to indemnify, defend and hold the other party, its elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which are alleged or proven to be caused by an act or omission, negligent or otherwise, of its elected and appointed officials, employees, agents or volunteers.

A Party shall not be required to indemnify, defend, or hold the other Party harmless if the claim, damage, loss or expense for personal injury, for any bodily injury, sickness, disease or death or for any damage to or destruction of any property (including the loss of use resulting therefrom) is caused by the sole act or omission of the other Party.

In the event of any concurrent act or omission of the Parties, negligent or otherwise, these indemnity provisions shall be valid and enforceable only to the extent of each Party's comparative liability.

The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages, if any, are adjudicated. If any claim is resolved by voluntary settlement and the Parties cannot agree upon apportionment of damages and defense costs, they shall submit apportionment to binding arbitration.

If mutual indemnification language is used and includes a "waiver" of immunity under the Washington State Industrial Insurance Act, RCW Title 51 or other workmen's compensation, disability or benefit acts, the following language should be used to maintain basic workmen's compensation protection for the County:

The indemnification obligations of the Parties shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act. Each Party hereby expressly waives any immunity afforded by such acts to the extent required by a Party's obligations to indemnify, defend and hold harmless the other Party or Parties. A Party's waiver of immunity does not extend to claims made by its employees directly against the Party as employer. The foregoing indemnification obligations of the Parties are a material inducement to enter into this Agreement and have been mutually negotiated.

SECTION 12. INSURANCE

1. County Insurance

- A. Spokane County certifies that it is a member of the Washington Counties Risk Pool (the "Pool"), as provided by RCW 48.62.031, and that it is covered by the Pool's Joint Self-Insurance Liability Memorandum of Coverage Document (MLC). Claims submitted under Chapter 4.96 RCW ("Actions against political subdivisions, municipal and quasi-municipal corporations") against the County, its employees, officers, volunteers and agents and/or actions in connection with or incidental to the performance of this Agreement which the County and/or its employees, officers, volunteers and agents are found to be liable for will be paid by the Pool and/or County.
- B. The Pool's liability coverage limits of \$10,000,000, per occurrence, exceed limits required by the Agreement and our Excess Liability Reinsurance covers all operations and applies over the Pool self-insurance primary policy. Our self-insurance MLC will respond to the same extent as if an insurance policy had been purchased naming the City as named insured.

2. City Insurance

- A. The City shall furnish and maintain all insurance as required herein and comply with all limits, terms and conditions stipulated therein, at their expense, for the duration of the Agreement. Following is a list of requirements for this Agreement. Any insurance policy exclusion that may restrict the required coverage must be pre-approved by the Spokane County Risk Manager. Work under this Agreement shall not commence until evidence of all required insurance, policy endorsement(s) and bonding are provided to the County. The City's insurer shall have a minimum A.M. Best's financial rating of A-VII and shall be authorized to do business in the State of Washington. Evidence of such insurance shall consist of a completed copy of a certificate of insurance, signed by the insurance producer; copies of required policy endorsements for the City and submitted to the Spokane County Parks Department. The insurance policy or policies will not be canceled, materially changed or altered without at least forty five (45) days prior notice submitted to the Parks Department. The policy shall be endorsed and the certificate of insurance shall reflect that the County is an additional named insured on the City's general liability policy with respect to activities under the Agreement.
- B. The policy shall provide and the certificate of insurance shall reflect that the insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability and reflect that the insurance afforded therein shall be primary insurance and any insurance or self-insurance carried by the County shall be excess and not contributory insurance to that provided by the City.
- C. Upon request, the City shall forward to the Spokane County Risk Management Department the original policy, or endorsement obtained, to the City's policy in force for any period within the effective dates required under the terms of the Agreement.
- D. Failure of the City to fully comply with the insurance requirements set forth herein, during the term of the Agreement, shall be considered a material breach of contract and cause for immediate termination of the Agreement at the County's discretion. Providing coverage in the amounts listed shall not be construed to relieve the City from liability in excess of such amounts.
- E. **REQUIRED COVERAGE:** The insurance shall provide the minimum coverage as set forth below:

1. **GENERAL LIABILITY INSURANCE:** The City shall have Commercial General Liability with limits of \$5,000,000.00 per occurrence, which includes general aggregate, products, completed operation, personal injury and fire damage.

ADDITIONAL INSURED ENDORSEMENT: General Liability Insurance must state that Spokane County, its officers, agents and employees, and any other entity specifically required by the provisions of this Agreement will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims. Language such as the

following should be used “Spokane County, It’s Officers, Agents And Employees Are Named Additional Insured.

2. **PROOF OF AUTOMOBILE INSURANCE:** The City shall carry, for the duration of this Agreement, comprehensive automobile liability coverage in the minimum amount of \$1,000,000.00 for any vehicle used in conjunction with the provision of services under the terms of this Agreement. Said policy shall provide that it shall not be canceled, materially changed, or renewed without forty-five (45) days written notice prior thereto to the County.

3. **WORKERS COMPENSATION:** The City shall carry Worker’s Compensation Industrial Injury Insurance coverage and effective in Washington State. Proof of insurance shall be reflected on the City’s Certificate of Insurance or by providing the City’s State Industrial Account Identification Number.

F. City insurance requirements may be satisfied with proof of membership and liability coverage through its membership in a Risk Pool authorized under RCW 48.62.031 for Claims submitted under Chapter 4.96 RCW (“Actions against political subdivisions, municipal and quasi-municipal corporations”).

SECTION 13. GOVERNING LAW/VENUE. This Agreement and the rights and obligations of the Parties shall be construed and enforced in accordance with and governed by the laws of the State of Washington without regard to the principles of conflict of law. Venue for any action or suit brought in connection with this Agreement shall be in the Superior Court, Spokane County, Washington.

SECTION 14. ENTIRE AGREEMENT. This Agreement contains all of the agreements of the Parties with respect to the subject matter covered or mentioned therein, and no prior Agreement shall be effective to the contrary.

SECTION 15. INTERLOCAL COOPERATION ACT. This is an Agreement entered into pursuant to Chapter 39.34 RCW. Its purpose is as set forth in Section 1. Its duration is as specified in Sections 5 (Term) and 6 (Annual Review). Its method of termination is set forth in Section 7 (Termination). Its manner of financing is set forth in Sections 3 (City Performance) and Section 4 (Consideration). No property shall be acquired pursuant to this Agreement, which will need to be disposed of upon partial or complete termination of this Agreement.

SECTION 16. DOCUMENT EXECUTION AND POSTING. The City and County agree that there shall be two (2) duplicate originals of this Agreement procured and distributed for signature by the necessary officials of the Parties. Upon execution, one executed original of this Agreement shall be retained by the City Clerk and one shall be retained by the County Clerk. The City Clerk shall cause a copy of this Agreement to be posted on the City website pursuant to RCW 39.34.040. Upon execution of the originals and posting of a copy on the City’s website, each such duplicate original shall constitute an agreement binding upon both Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date and year set forth herein above.

SIGNED this _____ day of _____, 2017.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY,
WASHINGTON

AL FRENCH, CHAIR

ATTEST:

JOSH KERNS, VICE-CHAIR

Ginna Vasquez
Clerk of the Board

COMMISSIONER

CITY OF LIBERTY LAKE:

STEVE PETERSON, MAYOR

ATTEST:

ANN SWENSON, CITY CLERK

APPROVED AS TO FORM:

SEAN P. BOUTZ, City Attorney

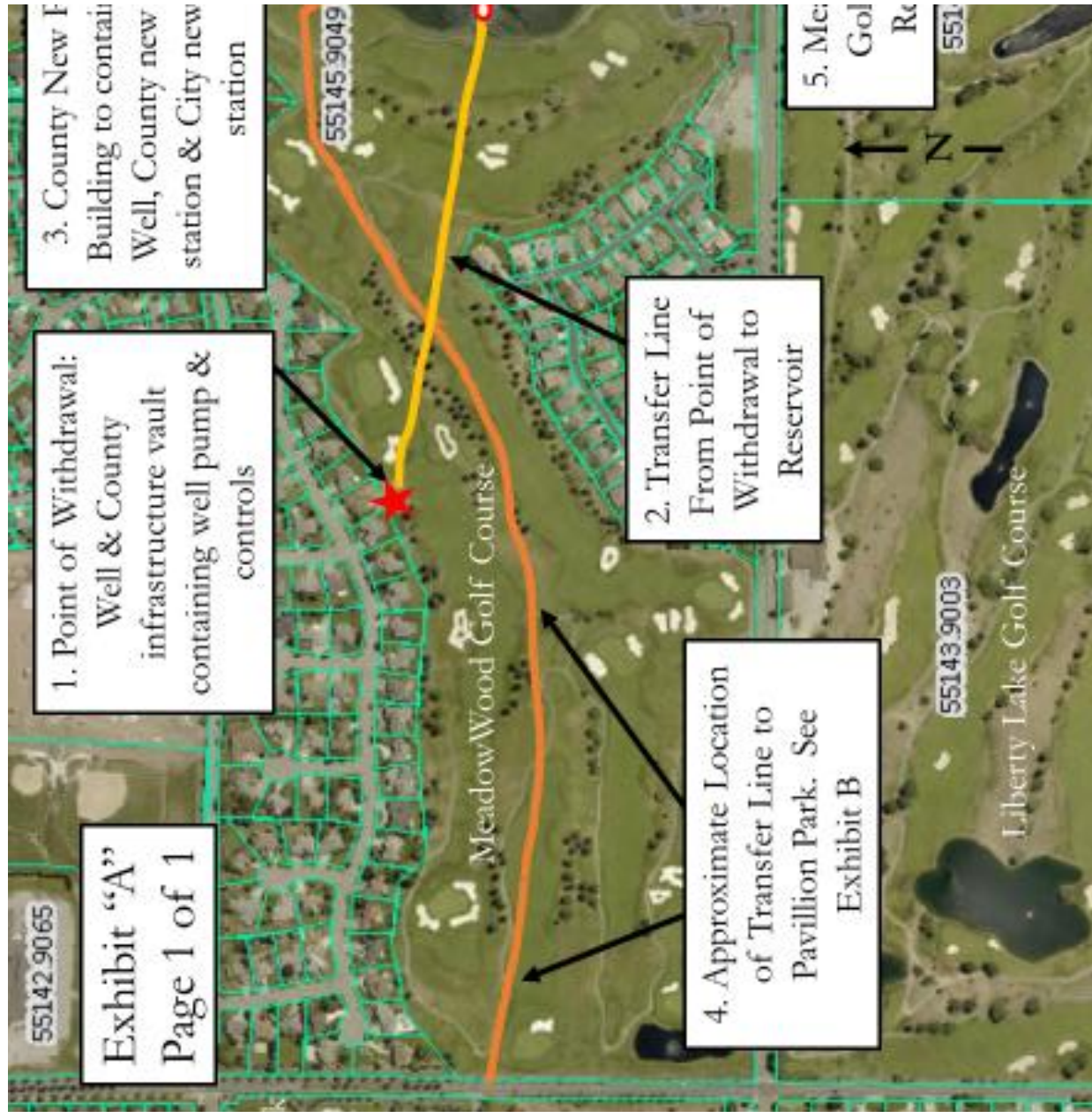
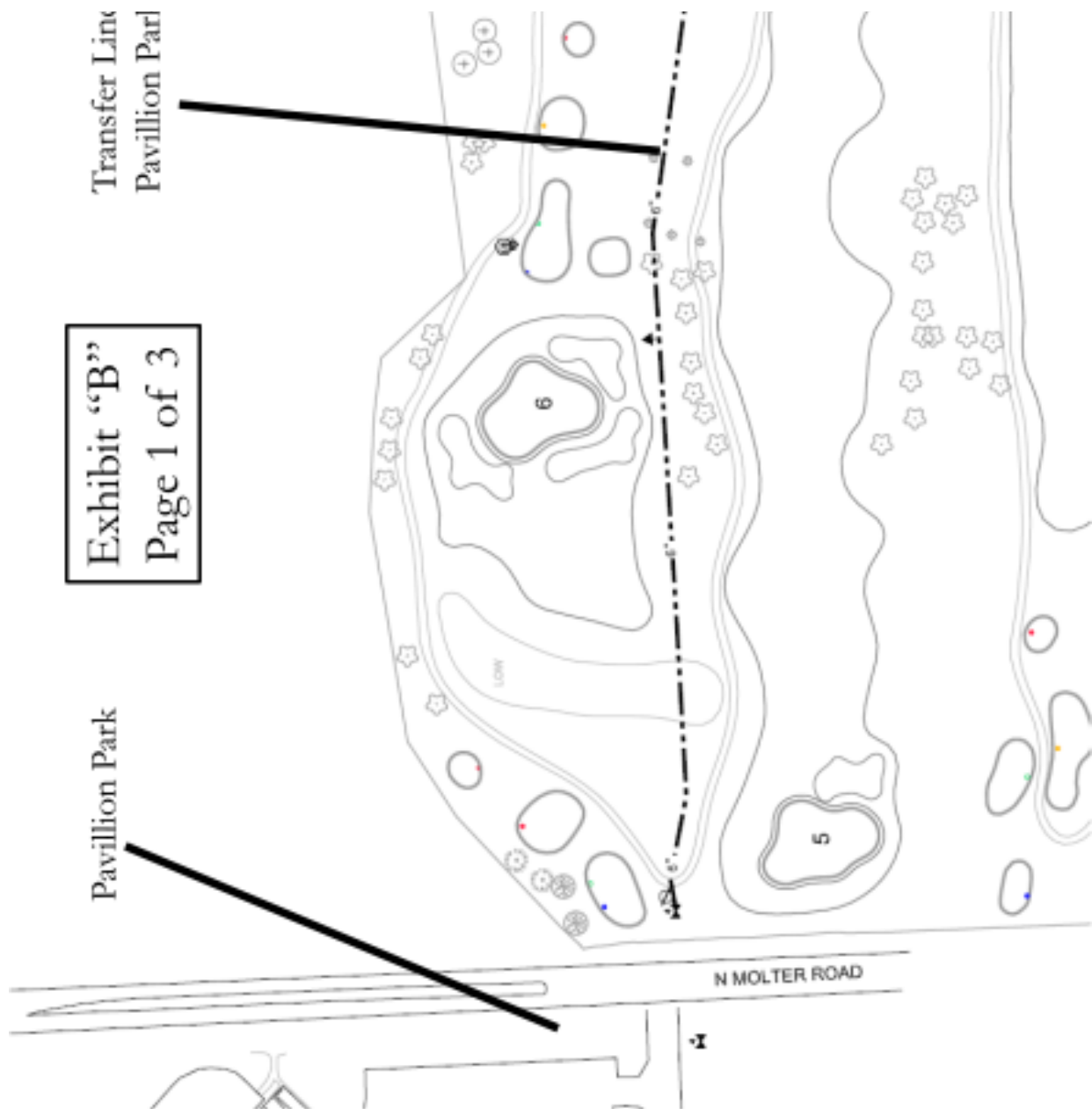


Exhibit "B"
Page 1 of 3

Pavillion Park

Transfer Line
Pavillion Park



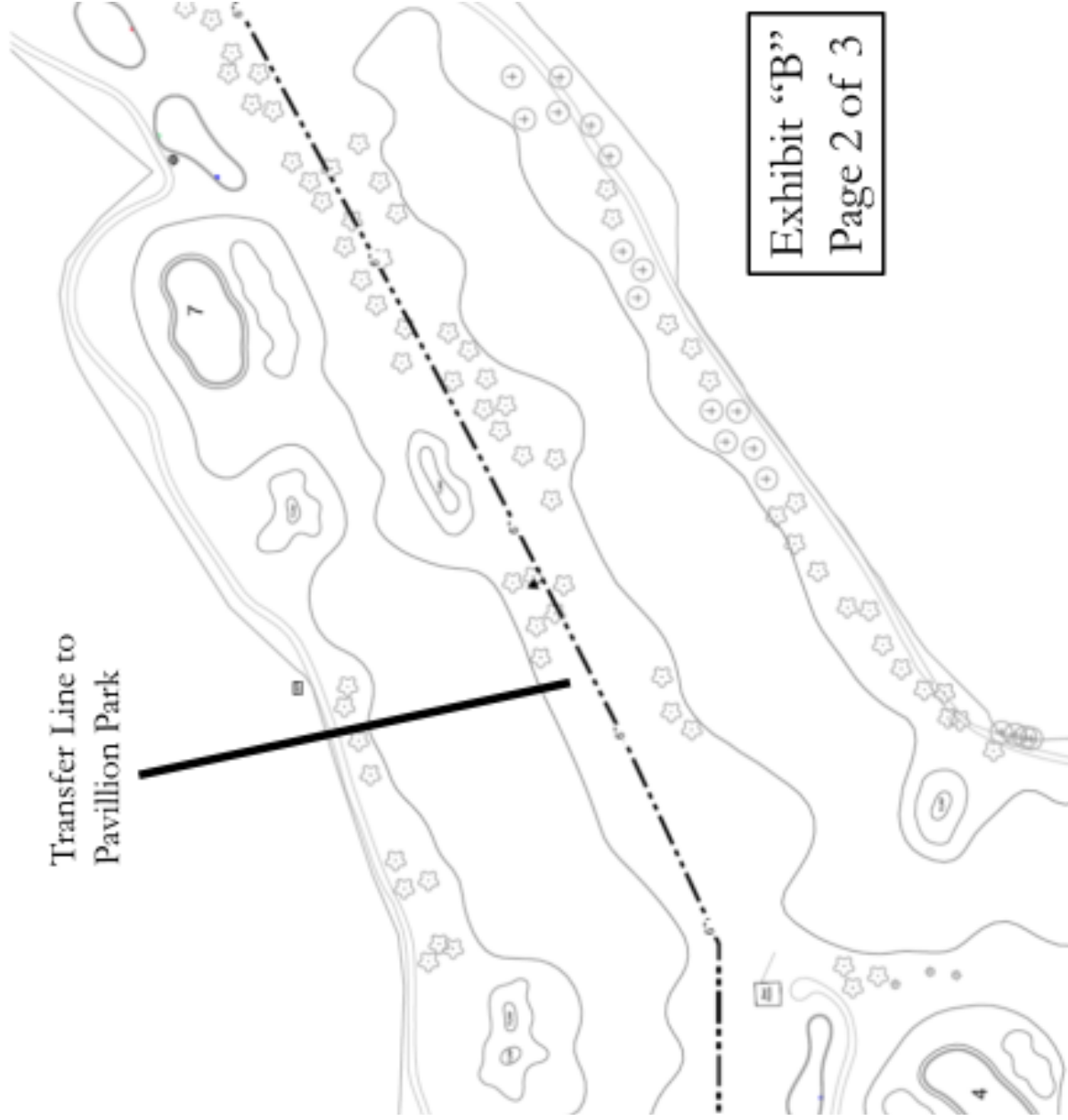
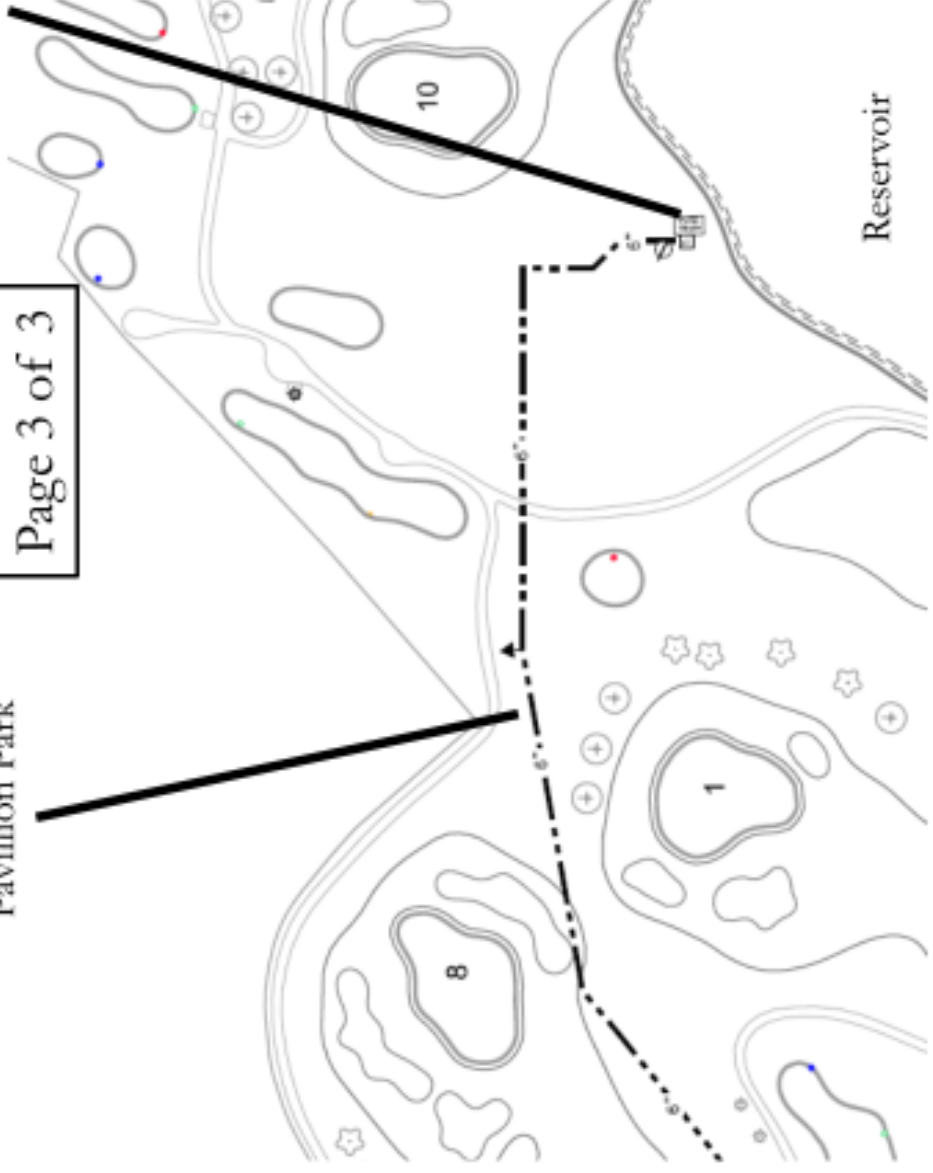


Exhibit "B"
Page 3 of 3

Transfer Line to
Pavillion Park

New Pump]



Pavillion Park - Irrigation Improvements

Goals for option...

- Reliable
- Affordable
- Best long term decision

Option	Cost	Comments
A. LLSWD	\$406,000 +/-	<ul style="list-style-type: none">• Easy connection• Most expensive
B. City Well	\$245,000 - \$300,000	<ul style="list-style-type: none">• 12-24 months until water available• No staff expertise• Staff time/resources• Pump ownership• Water rights transfer
C. *Interlocal	\$280,000	<ul style="list-style-type: none">• Booster pump• Meets time frame• In house expertise

*Staff recommends option C



AGENDA ITEM NO.: 11Bii

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Purchase of RRFB and Speed Sign

FOR THE AGENDA OF: August 15, 2017

DEPT. HEAD APPROVAL:

DEPT. OF ORIGIN:

EXHIBIT: Quotes from vendors

EXPENDITURE REQUIRED:	Yes
BUDGETED:	Yes

SUMMARY STATEMENT

This request is for the purchase of one RRFB and one Speed Sign. Both of these items will be installed as part of a bid process that will take place this fall. The speed sign will be installed near the new fire station to the west of the new crossing. Both brands of equipment are units that we currently own/operate. Street lighting is already present at this location.

The crossing lights and speed sign are being ordered now to save on costs and to give us a scheduling advantage by scheduling the lead times with the contractor.

The crossing is within our budget.

RECOMMENDED ACTION

Staff recommends:

1. Authorizing the purchase of the RRFB and Speed Sign.



QUOTE

5676 E. Seltice Way
Post Falls, Idaho 83854
Website: www.trafficalm.com
Phone: 208-770-3101
Fax: 208-667-8157
Prepared by: John Hentemann

DATE	7/28/2017
QUOTE #	72817.1
CUSTOMER ID	
VALID UNTIL	8/28/2017

CUSTOMER

City of Liberty Lake
Attn: Andrew Staples

SHIP TO

509-755-6720
astaples@libertylakewa.gov

DESCRIPTION	UNIT PRICE	QTY	TAXED	AMOUNT
M75-12DFB-0001 <i>iQ1200 Driver Feedback Sign w/white reflective sheeting</i>	\$ 2,275.00	1		\$ 2,275.00
M75-SOLAR-000C <i>90W Solar Kit</i>	\$ 1,140.00	1		\$ 1,140.00

TERMS AND CONDITIONS

1. Terms: Net 30 Days
 2. Prices are FOB: Post Falls, Idaho.
 3. Lead Time: 5 Business Days ARO
- Customer Acceptance (sign below):*

x _____
Print Name:

Subtotal	\$ 3,415.00
Taxable	\$ -
Tax rate	
Tax due	\$ -
Freight	\$0.00
TOTAL	\$ 3,415.00

If you have any questions about this price quote, please contact
John Hentemann, Phone: 208-770-3101, Email: jhentemann@trafficalm.com

Thank You For Your Business!



Quote

Prepared By:

Craig Kilgore

Territory Manager

Western Systems

Contact: 425-530-9017

Fax: 425-438-1585

ckilgore@westernsystems-inc.com

Date: 7/28/2017

Quote #: WSQ-WCK-492

Customer PO #: _____

WSI SO #: _____

SHIP TO: _____

Western Systems is pleased to submit the following price quotation for the above referenced project:

TO: Andrew - Liberty Lake

Qty	Item #	Description	Vendor #	Unit Price	Line Total
	0000004616	WSDOES CONTRACT #04616, ILLUMN, SIGNAL AND ITS (ITS&ITSE) EQUIPMENT 2017	WA	\$ -	\$ -
3.00	8530030123	CONTROL CABINET (SC315-GEN3) SOLAR W/AUD (1-2 LB &/OR 1-2 XAV2E-LED PB) (BATTERY SEPERATE)	76811	\$ 1,965.00	\$ 5,895.00
3.00	8530010300	BATTERY 33AH	78079	\$ 185.00	\$ 555.00
3.00	8530010291	50 WATT SOLAR PANEL (R247-G / R829-G / SC315)	74387	\$ 217.50	\$ 652.50
3.00	8530010296	TOP OF POST MOUNT (R247-G / R829-G) 50 AND 80 WATT PANELS ONLY	74454	\$ 286.25	\$ 858.75
6.00	8530080115	LIGHTBAR WITH CONFIRMATION LIGHTS (INCLUDES UNIVERSAL MOUNTING BRACKET) (BLACK)	76440	\$ 482.50	\$ 2,895.00
6.00	8530080117	LIGHTBAR HARNESS 16' (SC315 W/SPADE CONNECTORS)	78225	\$ 76.25	\$ 457.50
3.00	8530038055	PUSHBUTTON AUDIBLE (XAV2E-LED) YELLOW	71838	\$ 628.75	\$ 1,886.25
3.00	8530080155	AUDIBLE PUSH BUTTON HARNESS	78217	\$ 140.00	\$ 420.00
6.00	7710030026	SIGN (CROSSING WALKING MAN) 36" X 36" HIP (W11-2)	W11-2-36X36 HIP	\$ 132.67	\$ 796.02
3.00	7710030106	SIGN (ARROW) 24" X 12" HIP (W16-7PR) RIGHT DOWN ARROW	W16-7PR-24X12 HIP	\$ 40.00	\$ 120.00
3.00	7710030101	SIGN (ARROW) 24" X 12" HIP (W16-7PL) LEFT DOWN ARROW	W16-7PL-24X12 HIP	\$ 40.00	\$ 120.00
3.00	7520010380	POLE SPUN ALUMINUM 4-1/2" SCHEDULE 40 14' LENGTH	PB-5100-14-PNC	\$ 279.23	\$ 837.69
3.00	7520030035	PEDESTAL BASE ALUMINUM SQUARE WITH ALUMINUM DOOR	PB-5334-PNC	\$ 145.32	\$ 435.96
3.00	7520040030	ANCHOR BOLT KIT 3/4" #10, SET OF (4) GALVANIZED	PB-5306-GLV	\$ 34.30	\$ 102.90
3.00	7520050110	POLE CAP DOME 4-1/2" OD ALUMINUM	PB-5402-PNC	\$ 11.90	\$ 35.70
1.00	9999999900	WSDOES .76% PROCESSING FEE	WS	\$ 122.12	\$ 122.12

This quotation includes only the items listed herein, subject to the conditions noted:
 Delivery 60-90 days after release, This Quote is good for 30 days, Tax Not Included
 Terms: Net 30 Days If Credit in Good Standing, We impose a surcharge of 2% on the transaction amount on V ISA and MasterCard CC products, which is not greater than our cost of acceptance. We do not surcharge VISA and MasterCard debit cards.

Subtotal \$ 16,190.39

Sales Tax

Total \$ 16,190.39

☒ FOB Destination (Freight Included)

☐ FOB Prepay & Add (Charge Freight)

Thank you for your business!

1122 Industry Street Bldg B, Everett, WA 98203 Phone: (425) 438-1133 Fax: (425) 438-1585

RESOLUTION



AGENDA ITEM NO.: 12

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Surplus Resolution

FOR THE AGENDA OF: August 15, 2017

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:

A – List of surplus items

DEPT. HEAD APPROVAL: RJS

EXPENDITURE REQUIRED:	No
BUDGETED:	No

SUMMARY STATEMENT

The City desires to dispose of the surplus items by selling what we can and discarding what we cannot; in a manner that minimizes the use of City resources. Recommended action is to pass the Resolution and authorize staff to sell or otherwise dispose of surplus items in a manner deemed to be in the best interest of the City.

RECOMMENDED ACTION

Approve Resolution 17-229 declaring as surplus, certain personal property of the City.

SURPLUS: August 2017

MAKE	ITEM/MODEL	AMOUNT	SERIAL NUMBER	CITY TAG #	REASON FOR DISPOSAL
HP	F4280 Printer	1	CN88J27080	226	
Harmon Kardon	Speakers (3)	1 set	N/A		Replaced
Virgin	Mobile Hotspot	1	N/A		Replaced
	E2 Live Wireless PC to TV	1	N/A		Replaced
Creative	MP3 player	3		502,503,504	No longer needed/out of date
HP	Server Graphics Card	1	N/A		Out of date
Dell	E 193FPC Monitor	1	CN-OG8432-64180-584-17JS	284	Out of date/too small
Dell	E 193FPC Monitor	1	CN-OG8432-64180-584-162S	516	Out of date/too small
Linksys	Router	1	CSFO1J411239	1017	Unable to handle traffic
Dell	GX520 Computer	1	2462910913	281	Out of date/too small
Dell	GX520 Computer	1	19816703425	282	Out of date/too small
Varied	Keyboards	5	N/A		Replaced
Plantronics	CS50 Headset	1	N/A		No longer works
	Garden Compost bins	2			No longer needed

**SECOND READ
ORDINANCE**



AGENDA ITEM NO.: 13

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:

Public Safety Street Naming and
Physical Addressing Standards

FOR THE AGENDA OF: August 15, 2017

DEPT. OF ORIGIN: Planning & Building Services

EXHIBIT:

Ordinance 244

DEPT. HEAD APPROVAL: Katy Allen

EXPENDITURE REQUIRED:	Not Applicable
BUDGETED:	Not Applicable

SUMMARY STATEMENT

City Staff has worked over the past couple years as part of a special task force to develop a common regional addressing standard for use by all addressing authorities within Spokane County to reduce addressing variables and inconsistencies in order to enhance public safety agencies abilities to provide timely emergency response. Ordinance 244, while specific to Liberty Lake, is based on the crafted regional standard with versions already adopted by the City of Spokane and Spokane County.

RECOMMENDED ACTION

Pass Ordinance 244 to adopt City of Liberty Lake Public Safety Street Naming and Physical Addressing Standards that are consistent with the regional standards.

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 244**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON ADDING
CHAPTER 2 TO TITLE 9 OF THE CITY OF LIBERTY LAKE MUNICIPAL CODE
ENTITLED PUBLIC SAFETY STREET NAMING AND PHYSICAL ADDRESSING
STANDARDS.**

WHEREAS, The Spokane County Public Safety GIS Oversight Committee (the Committee) identified inconsistencies by addressing authorities throughout Spokane County in the assignment of road names and building/property addressing methodologies which impede the ability of public safety agencies to provide timely and effective emergency response; and

WHEREAS, the Committee convened a special task force to develop a common regional addressing standard for use by all addressing authorities within Spokane County to reduce addressing variables and inconsistencies in order to enhance public safety agencies abilities to provide timely emergency response; and

WHEREAS, the task force comprised of emergency response and dispatch agencies, GIS staff, and City and County addressing authorities, developed a uniform regional road naming and addressing standard known as the Public Safety Road Naming and Physical Addressing Standards; and

WHEREAS, the task force included representation from the City of Liberty Lake; and

WHEREAS, the Public Safety Road Naming and Physical Addressing Standards was presented to the Spokane Home Builders Association on January 12, 2016 and the Spokane County Board of County Commissioners on January 26, 2016; and

WHEREAS, the City of Spokane adopted the uniform regional road naming and addressing standards on November 14, 2016 through Ordinance No. C35452; and

WHEREAS, Spokane County adopted the uniform regional road naming and addressing standards on June 13, 2017 through Resolution No. 17-0554; and

WHEREAS, the City of Liberty Lake Planning & Building Services is charged with the regulation of street names and addresses for the City of Liberty Lake through the City Development Code and the River District SAP-08-0001; and

WHEREAS, the City Development Code Section 10-3G-2(S) and the River District SAP-08-0001 Section 10-3G-2(P) provides direction for implementation of street naming and addressing and these standards are consistent with and supplement the City Development Code and the River District SAP-08-0001;

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

Section 1. That a new Chapter 2 is added to Title 9 of the City of Liberty Lake Municipal Code, entitled “Public Safety Street Naming and Physical Addressing Standards”, is hereby adopted to read as follows:

Title 9
Chapter 2
Public Safety Street Naming and Physical Addressing Standards

A. Purpose.

1. The purpose of this chapter is to establish a uniform method for naming streets / roads and assigning addresses for real property and structures within the City of Liberty Lake.
2. The goals of this chapter are as follows:
 - a. Facilitate expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services.
 - b. Regulate the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof.
 - c. Provide property owners, the general public, emergency responders, and government agencies and departments with an accurate and systematic means of identifying and locating property and/or structures.

B. Applicability.

1. This chapter applies to all public and private streets / roads, addresses for real property, and structures situated within the City of Liberty Lake. The City of Liberty Lake may name or rename streets / roads and assign or reassign addresses as necessary to further the purpose of this chapter.
2. The provisions herein shall apply to the assignment of addresses to all new or existing buildings or properties within the City of Liberty Lake.
3. All non-conforming addresses may be changed to conform to this code.

C. Administration.

Liberty Lake Planning & Building Services shall administer the provisions of this chapter, unless otherwise provided for herein and this chapter shall be applied in conjunction with the City Development Code Section 10-3G-2(S) and the River District SAP-08-0001 Section 10-3G-2(P) for street names and addresses, as applicable.

D. Definitions.

The following definitions are used in this chapter in addition to the definitions contained in Articles 10-1C of the City Development Code and the River District SAP-08-0001:

1. “Address” means a property location identification with the following format: address number, directional prefix, street / road name, roadway type, building designator, and unit designator (e.g., “123 W Main St., Apt. 456”). The following elements are required: address number, street / road name, and roadway type. The following elements may be optional: directional prefix, building designator, and unit designator.
2. “Addressing Authority” means Liberty Lake Planning & Building Services.
3. “Address Number” means the numeric designation for an addressable structure or unit.
4. “Addressable” means a property required to be assigned an address under this chapter.
5. “Addressable Property, Addressable Structures, Addressable Sites or Addressable Units” means, generally, the habitable or legally occupied structure on a lot, parcel, or tract, but may also include other structures or sites as determined necessary by the relevant Addressing Authority.
6. “Addressing Database” means the computerized format for tracking assigned street / road names and addresses within the City of Liberty Lake.
7. “Addressing Grid System” is the address number and directional system in a particular area such as a grid system or block system.
8. “Administrator” means the Planning & Building Services Manager or designee.
9. “Building Designator” means a 1 letter descriptor for a single building within a multiple unit complex (e.g., “123 W Main St., Bldg. A”).
10. “Department” means Liberty Lake Planning & Building Services.
11. “Directional Prefix” means a 1 or 2 letter descriptor within a street / road name consisting of any combination of the cardinal directions of North, South, East, and West, generally used in specific street / road naming schemes (i.e., N, S, E, W, NE, NW, SE, SW).
12. “E911 Director” means the manager of the local 911 service.
13. “Multiple Units” means the presence of two or more Addressable Structures, Addressable Sites or Addressable Units on a single Spokane County tax parcel or group of undivided interest parcels.
14. “Multiple Unit Complex” means an apartment, condominium, or business complex where there exist multiple buildings on a single site or within a single project, and two or more buildings include multiple units.
15. “Multiple Unit Structure” means a single structure which contains two or more units.
16. “Non-conforming Address or Street / Road Name” means an address or street / road name that is not in compliance with this chapter.
17. “Non-conforming Street / Road Name Sign” means a street / road name sign that is not in compliance with this chapter.
18. “Regional Public Safety Spatial Database” means the spatial format for tracking all assigned road names and addresses within Spokane County. This system is maintained by the Regional Public Safety Geographic Information Systems (RPSGIS) Committee for use in countywide Public Safety-related applications.

19. “Roadway Type” means an abbreviated word used in conjunction with a street / road name to describe the character of the street / road and will be in accordance with USPS Publication No. 28 Appendix C1 or the most current USPS Published Standards. The following are allowable roadway types:
- a. Alley (Aly): A narrow service roadway that serves rear lots and where platted width is generally less than twenty feet.
 - b. Avenue (Ave): A through local, collector, or arterial roadway generally running east-west.
 - c. Boulevard (Blvd): Roadway with exceptional width, length and scenic value, typically with a landscaped median dividing the roadway; or an arterial or major collector roadway that lies diagonally to the east-west, north-south grid system.
 - d. Circle (Cir): A local or collector roadway having ingress and egress from the same roadway. See also “Loop.”
 - e. Court (Ct): A dead end or cul-de-sac that will not become an extension or a continuation of either an existing or future roadway; not longer than six hundred feet in length.
 - f. Drive (Dr): A lengthy local access, collector, or arterial that does not have a definite directional course.
 - g. Highway (Hwy): Used to designate state or federal roadways only.
 - h. Lane (Ln): Roadway used as a private local access within a development.
 - i. Loop (Lp): A local or collector roadway having ingress and egress from the same roadway. See also “Circle.”
 - j. Parkway (Pkw): A thoroughfare designated primarily as a collector or arterial, with a median reflecting the park-like character implied in the name.
 - k. Place (Pl): Permanently dead-end roadway, terminating in a cul-de-sac, or short through roadway, not longer than six hundred fifty feet in length.
 - l. Road (Rd): This type is typically reserved for roadways located outside the boundary of a city or town. This type may be found within city/town limits due to past annexations or when a new roadway is in alignment with or within one hundred twenty five feet of an existing county road.
 - m. Street (St): A through local, collector, or arterial roadway generally running north-south.
 - n. Way (Way): A curvilinear roadway.
20. “Street(s) / Road(s)” Means public and private streets / roads. Street / Road may be used interchangeably; however Street shall be the standard term for new streets within the City of Liberty Lake.
21. “Street / Road Name” means the word or words either existing, or in the case of new or renamed roads, which are approved by Liberty Lake Planning & Building Services, used in conjunction with a directional prefix, and/or a roadway type to identify a public or private street / road.

22. “Unit” means a specific dwelling or commercial space amongst a larger group of dwellings or commercial spaces (e.g., apartment, suites, etc.).
23. “Unit Designator” means a secondary address number that is used to identify a separate unit on a single lot, parcel, tract of land, or within a multiple unit complex. A unit designator at a minimum shall consist of a unit type and a numeric identifier (e.g., 10126 W Rutter Pkwy, Apt. 2). A unit designator within a multiple unit complex shall consist of a unit type, a building designator, and a numeric identifier (e.g., 123 W Main St., Apt. A200). The building designator and unit designator are concatenated into a single item (e.g., A200 where A is the building designator, and 200 is the unit designator). See also: “Multiple Units”, “Multiple Unit Complex”, “Multiple Unit Structure”.
24. “Unit Type” means an abbreviated word used in conjunction with a unit designator to describe the character of the unit and will be in accordance with USPS Publication No. 28 Appendix C2 or the most current USPS Published Standards. The following are allowable unit types:
- a. “Apt” for Apartment,
 - b. “Bsmt” for Basement,
 - c. “Bldg” for Building,
 - d. “Dept” for Department,
 - e. “Dorm” for Dormitory,
 - f. “Fl” for Floor,
 - g. “Frnt” for Front,
 - h. “Hngr” for Hanger,
 - i. “Lbby” for Lobby,
 - j. “Lot” for Lot,
 - k. “Lowr” for Lower Level,
 - l. “Ofc” for Office,
 - m. “Pier” for Pier,
 - n. “Rear” for Rear,
 - o. “Rm” for Room,
 - p. “Slip” for Slip,
 - q. “Spc” for Space,
 - r. “Stop” for Stop,
 - s. “Ste” for Suite,
 - t. “Trlr” for Trailer,
 - u. “Unit” for Unit,
 - v. “Uppr” for Upper,

25. “Utility Site” means a parcel containing any type of utility service, located on a legal parcel of land with no association to a building and, requiring periodic maintenance or readings by utility company personnel.

E. Streets / Roads to which naming requirements apply.

1. New or unnamed existing streets / roads providing access to 4 or more addressable parcels, structures, or units shall be named.
2. Existing streets / roads for which renaming has been authorized by the Addressing Authority to promote the purpose of this chapter shall be renamed.
3. Pre-approved street / road names shall be identified on plat documents at the time of Final Plat, Short Plat or Binding Site Plan (BSP) submittal.
4. All streets / roads shall be named regardless of whether the ownership is public or private.
5. Only traveled ways that qualify as streets / roads may be named; except auto-court lanes, as defined in the City Development Code / River District SAP-08-0001 may be named. Private driveways and alleys shall not be named for the purpose of the addressing standards.
6. Driveways, access to parking areas, and other traveled surfaces that are not considered streets / roads may not be named; except as noted above, but may have directions identified with the following method:
 - a. Arrow signs indicating building or address ranges within an apartment complex or campus may be placed at the entrances and along the non-roadway traveled surface to locate buildings.

F. Naming of Streets / Roads.

1. Any project permit action that results in a name being created to identify a new street, whether public or private, shall comply with the requirements of this chapter. The applicant will designate proposed street names. Liberty Lake Planning & Building Services shall review the proposed street names for consistency with this chapter and approve or revise as needed.
2. A proposed street / road name change shall also be reviewed by Liberty Lake Planning & Building Services for consistency with this chapter. The applicant or the City, as applicable, will be required to give notice of the proposed change to the owners of property fronting on the street / road and properties currently addressed off the street / road, the United States Postal Service, and emergency dispatching personnel, for the purpose of eliciting comments about the proposed change prior to Liberty Lake Planning & Building Services approving or denying the proposed change. The applicant shall pay for all costs associated with a proposed change, as outlined in the adopted Planning & Building Services and Public Works Fee Schedule, as amended, and the City shall also be reimbursed by the applicant for the cost to implement an approved change, as applicable.

G. Street / Road naming standards.

All new, unnamed, or renamed streets within the City of Liberty Lake shall be named pursuant to this chapter and the following criteria:

1. Street names shall be easy to read and pronounce.
2. Street names shall not contain vulgarity or vulgar innuendo, nor insult to any person, group, or class of persons, or institution.
3. Street names shall not sound similar to other street / road names within the City of Liberty Lake, whether existing or currently proposed (e.g. Links, Lynx).
4. Duplicate street names will not be allowed.
 - a. Street names shall not duplicate any county roadway names unless the new street is in alignment with the existing street / road.
 - b. Streets / roads with the same root name but different suffix (that are not in reasonable alignment with the existing street / road) will be considered as a duplicate roadway name (e.g., Chesterfield Drive or Chesterfield Lane) and thus disallowed.
5. Street names shall conform to the most current M.U.T.C.D and City of Liberty Lake standards for maximum letter usage and characters, including spaces.
6. Street names shall be based on the Modern English alphabet and shall not contain special characters (periods, dashes, underscores, apostrophes, quotes, diacritic, etc...) or have frivolous, complicated, or unconventional spellings. Street names may contain a single space to separate two words (e.g. "Mount Spokane Dr.").
7. Street names shall not include abbreviations (e.g., "St Charles" vs "Saint Charles"), with the exception of numbered streets, which may be written in their abbreviated format (e.g., "1st" for "First", etc...).
8. Articles (e.g., "The", "A", or "An") shall not be used to begin street names.
9. Street names duplicating commercial or private facilities shall not to be used (e.g., "Bowling Alley", "Tennis Court", or "Railroad Street").
10. Numbered or alphabetical street names shall continue in sequence (e.g., 1st adjacent to 2nd, and not adjacent to 3rd).
11. A proposed street which is a continuation of, or in alignment with an existing street / road, shall continue the street / road prefix direction, street / road name, and roadway type of the existing street / road whenever possible. If the proposed street will terminate at a cul-de-sac, the roadway type for the block containing the cul-de-sac may be Court (Ct).
12. Street name integrity should be maintained for the entire length of the street / road whenever possible. Street / road names shall only change when there is a substantial intersection or significant "visual geometric cue." Generally continuous streets / roads shall not be subdivided into segments with different names.
13. Street names shall not include a directional prefix (e.g., "W West Washington Rd.").

14. Street names shall not include words used as roadway types (e.g., “Circle St.” or “Avenue Way.”).
15. Street names shall not include the word highway (e.g., “Highway 2” or “Old Sunset Highway”).
16. Alleys and driveways shall not be named or assigned addresses.
17. Auto-court lanes, as defined in the City Development Code / River District SAP-08-0001 may be named.
18. Streets which meander or change abruptly from one predominant direction to another shall be assigned a directional prefix in one direction throughout the road length according to which general direction of such road is the predominant direction of travel.
19. If a street / road forks into two roadways, the fork with the highest projected traffic volume should continue the same name.
20. Two uniquely named roadways should not intersect more than once (e.g., Main St. should not intersect Pine Ln. at 200 W. Main St., and also intersect Pine Ln. at 400 W. Main St.). Loops and Circles will be reviewed on an individual basis and require approval from the Administrator.
21. All street names which deviate from this document shall be subject to a review by the Addressing Authority in consultation with the E911 director, or designee, for ease of use within E911 computer-aided dispatch systems, and verified against the Regional Public Safety Spatial Database.

H. Street / Road name signs required.

1. All private and public streets / roads shall have approved street / road name signs posted at every intersection in compliance with federal, state, and local laws and regulations. Street / road name signs shall be made and installed pursuant to this chapter and the Liberty Lake Engineering Design Standards. Block information shall be assigned by the Addressing Authority.
2. Prior to the acceptance of streets or issuance of Certificates of Occupancy, as applicable, the developer / applicant shall install proper street name signs to be located and constructed per the jurisdiction standards and in accordance with the requirements of this chapter, and shall arrange for inspection by Liberty Lake Public Works.

I. Standards for signage of streets / roads.

1. All public and private roads, streets, and buildings shall be designated by names or numbers on signs clearly visible and legible from the roadway. All street / road signs, both public and private, shall be constructed, located and maintained in accordance with standards adopted by the City of Liberty Lake.

J. Addressing Grid Systems.

1. The City of Liberty Lake shall participate in the use of the addressing grid system described in this section (City of Spokane Addressing Grid), except as stated for the Legacy Ridge and Legacy Ridge West Developments.

2. The City of Spokane Addressing Grid is defined as follows:
 - a. Sprague Avenue or Sprague Avenue extended divides the City into north and south addresses and Division Street or Division Street extended divides the City into east and west addresses.
 - b. North of Sprague addresses have even numbers on the east side of the street / road and odd numbers on the west side; south of Sprague even numbers are on the west side of the street / road and odd numbers are on the east with the exception of the Legacy Ridge and Legacy Ridge West Developments within the City of Liberty Lake where due to the layout and orientation of the streets, the numbers do not always follow the standard practice as the streets change directions; however the numbering for the development is consistently followed throughout the development.
 - c. West of Division Street addresses have even numbers on the north side and odd numbers on the south side of the road; east of Division Street even numbers are assigned to the south side of the road and odd numbers are on the north side with the exception of the Legacy Ridge and Legacy Ridge West Developments within the City of Liberty Lake where due to the layout and orientation of the streets, the numbers do not always follow the standard practice as the streets change directions; however the numbering for the development is consistently followed throughout the development.
 - d. The appropriate directional designation, or abbreviation of the word itself (e.g., “N.” or “North”), is part of the address and follows the number. For example, the first lot south of Sprague Avenue on the west side of Division Street would have a street address of “1 S. Division Street.”

K. Addressing Standards.

1. Each property owner who has addressable property and has not been assigned an address has a responsibility to apply to the Addressing Authority for a physical address.
2. Application for each address assignment prior to the issuance of a building permit shall include, at a minimum: a site map showing any proposed or existing structures, driveways, and street / road approach locations.
3. The numbering of addressable properties or structures along each road shall begin at the appropriate grid point of origin and continue in sequence. No address shall be out of sequence in relation to the adjacent addresses.
4. Each block along a street / road may have up to one hundred address numbers. The hundred series shall change upon crossing a road intersection or in best possible alignment with the established address grid if applicable, with the exception of intersecting driveways and/or alleys. The hundred series along a public road shall not change upon crossing a private road, unless deemed necessary by the Addressing Authority. Private roads wholly contained within plats shall be assigned hundred series as if they were Public roads.
5. Addresses along a street / road shall have even numbers on one side of the road and odd numbers on the other side as defined in the appropriate addressing grid.

6. Individual address numbers shall be assigned to fit within the block range of the road segment to which the address is assigned (e.g. a new address that is assigned to the 200 block of Main St, must be assigned a number between 200 and 299). Individual addresses should be assigned to be consistent with adjacent blocks of the same N-S or E-W orientation.
7. Properties only accessible via a shared driveway shall be assigned based on the point of origin of the driveway from the connecting street / road and shall be sequential.
8. Addressable property or structures shall be assigned an address based upon the street / road from which vehicular access to the property or structure is obtained, with the following exceptions:
 - a. Commercial and Public Facility structures may be assigned an address based upon the street / road the main entrance faces and not necessarily the access road.
 - b. Residential structures on corner lots may be assigned an address based upon the street / road the main entrance faces and not necessarily the access road.
 - c. Per the City Development Code Section 10-3G-2(S) and the River District SAP-08-0001 Section 10-3G-2(P) for street names and addresses, if a building does not have street frontage (e.g. common area or pedestrian path frontage), then the address shall be provided based on the street connection point for vehicular access and appropriate signage shall be provided for public safety.
9. Fractional addresses shall not be used (e.g., “100 ½ W Main St.”).
10. Address numbers shall not contain any non-numeric characters (e.g., “118a” or “118b”).

L. Change in street / road or address status.

1. If a public or private street / road right-of-way is altered, the addressing authority shall review the alteration and may assign a corrected street / road name and/or address/addresses consistent with the provisions of this chapter. If the access to an individual address is altered, the addressing authority shall assign a corrected address consistent with the provisions of this chapter (e.g., the owners of 200 W Cherry Ln. change the location of their driveway from Cherry Ln. to Spruce Ln. necessitating an address on Spruce Ln.).
2. Refer to Section F - Naming of Streets / Roads, subsection #2 above, for the process to review proposed street / road name changes in the City of Liberty Lake.

M. Multiple Units.

1. Duplex/Triplex units shall be assigned one address for each unit when possible.
2. Approved accessory dwelling units (ADU) whether attached or detached, shall be assigned a secondary address from the primary dwelling unit. The ADU shall be identified by the building designator “Unit” (e.g.; 123 W. Main St., Unit 1).
3. Manufactured Home Parks which contain dwelling units fronting on public or private streets / roads shall be assigned one address for each dwelling unit. Manufactured home parks which contain dwelling units fronting on unnamed private access roadway(s) or driveways shall be assigned one address for the entire property, and a secondary address

assigned for individual spaces by the manufactured home park owner subject to approval by the City (e.g.; “1520 W. Richland St., Spc. 1”).

4. Multiple unit complexes shall be assigned one address for the property based upon the street / road from which vehicular access to the structures is obtained whenever possible. If necessary, the addressing authority may assign an address based upon the street / road the main entrance faces (e.g., “1642 N. Sherman Rd., Spc. 10” or “1642 N. Sherman Rd., Bldg C”).
5. Structures within multiple unit complexes shall be assigned a building designator for each structure as opposed to a unique address (e.g., “123 W Main St., Bldg. A”) unless an exception is granted by the addressing authority.
6. When unit designators are assigned to multiple unit structures with individual building designations, the unit designator shall include the building designation (e.g., 123 W Main St., Apt. A200 or 123 W Main St., Bldg. A, Apt. 200).
7. When unit designators are assigned to buildings with multiple floors, all above ground units shall be assigned a three digit number (or higher) where the beginning number shall represent the floor upon which the unit is located (e.g., first floor units would be assigned a three digit number beginning with 1, “Apt. 101”, fifteenth floor units would be assigned a four digit number beginning with 15, “Apt. 1501”).
8. Units within below grade stories shall include the alpha characters “Lowr” to indicate lower level and then be assigned a three digit number where the beginning number shall represent the floor upon which the unit is located (e.g. all units in the first level below grade would be assigned three digit numbers beginning with 1, “Apt. Lowr 101”, units on the second level below grade would be assigned three digit numbers beginning with 2, “Apt. Lowr 201”).
9. Should a remodel of a multiple-unit structure alter the number or configuration of units, the addresses of units within said structure shall be updated to remain in compliance with this section.
10. Should a remodel of a single-unit structure create a multiple-unit structure, the addresses of units within said structure shall be updated to remain in compliance with this section.
11. When unit designators are assigned to individual multifamily dwellings (including apartments and condominiums) the units shall use the unit type for apartment: “Apt” or unit: “Unit”.
12. When unit designators are assigned to individual dwellings/spaces in manufactured home parks, the units shall use the unit type for space: “Spc”.
13. When unit designators are assigned to individual commercial suites or tenant spaces within a commercial structure(s), the units shall use the unit type for suite: “Ste”.
14. All other multiple unit structures not previously described shall contain a unit type which most closely identifies the unit’s use and which is in accordance with current USPS Published Standards.

N. Final plat addresses.

Prior to the filing of a residential final plat, all lot access plans must be submitted and approved as required by the City Development Code / River District SAP-08-0001, as applicable, and the full physical addresses for all lots within or served by the development must be indicated on the final plat. Physical addresses will not be issued without an approved preliminary plat map.

O. Display of Address.

1. On structures now existing or hereafter erected, the owner of the property or structure shall conspicuously place the correct address, as required by this chapter and/or current City Building / Fire Codes.
2. Addresses shall be displayed on all new and existing buildings. Letters, numbers or symbols shall meet the following standards:
 - a. The posted address shall be metal or other durable material.
 - b. The numbering/lettering shall be at least four inches in height, and one-half inch in stroke width minimum.
 - c. The posted address shall contrast with its background.
 - d. The address shall be placed on the structure plainly legible and visible from the roadway from which vehicular access is provided to the property or structure.
 - e. Address is visible from all directions of travel.
3. Structures in excess of 100 feet from the street / road fronting the property shall display the address on a sign, monument, or post not less than three feet, nor more than six feet above the ground and located at the entrance to the property from the nearest street / road. The structure shall display additional posting at the structure location.
4. If two or more addressable structures share a common primary access and any one of the addressable structures is located more than 100 feet from the roadway designated in the assigned address, the addresses for each structure shall be posted at the intersection of the shared access and the named roadway on a sign or post not less than three feet nor more than six feet above the ground, and each structure shall display additional posting at the structure location.
5. If refuse collection is elsewhere than in the fronting street of a building, the owner and occupant shall conspicuously post and maintain the street address number near the refuse receptacles clearly legible from the place where the refuse is collected.
6. Address numbers, signage, location, and sizing shall be maintained in a manner consistent with the provision, purpose, and intent of this addressing standard by the responsible property owner, including all other local, state and federal laws.

P. List of established road names, assigned addressing and mapping.

The City of Liberty Lake - Spokane County RPSGIS committee shall maintain the Regional Public Safety Spatial Database comprised of all public and private streets / roads and addresses within all of Spokane County. The aforementioned spatial database is available for viewing

either online from the Spokane County website or in person within the Spokane County Public Works Building during regular business hours.

Q. Deviations from literal compliance.

The Administrator may grant minor deviations from literal compliance with the requirements of this chapter. Such deviations are intended to provide relief from literal compliance with specific provisions of this chapter in instances where there is an obvious practical problem with doing so, while still adequately addressing the property for location by emergency service providers and to promote the other purposes of this chapter.

R. Appeals.

1. The Hearing Examiner shall hear appeals of street /road naming or renaming decisions by the City, pursuant to City of Liberty Lake Development Code / River District SAP-08-0001 Appeal Process for Administrative Interpretations or the underlying project permit type, as applicable.
2. An appeal must be filed prior to a final plat, short plat, or BSP approval.
3. Appeals must be in writing on forms provided by Planning & Building Services. The applicant has the burden of demonstrating that the desired street / road name or address satisfies the requirements of this chapter.
4. An appeal fee as specified in the adopted Planning & Building Services and Public Works Fee Schedule, as amended, must be submitted with the completed appeal form and any supporting documentation.

Section 2. Administrative Code Interpretations Authorized.

In the event of any question or uncertainty regarding the applicability of this Ordinance, the City Administrator acting in the role of the Community Development Director, the Planning & Building Services Manager, or his/her designee is hereby authorized to make such administrative code interpretations as may be necessary to implement this Ordinance.

Section 3. Severability.

If any section, sentence, clause or phrase of this Ordinance and the attachments hereto shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Administration and Enforcement.

- A. Administration. Planning & Building Services shall be responsible for the administration of this Ordinance.
- B. Enforcement. Projects that are subject to the provisions of this Ordinance and do not comply with the standards of this Ordinance shall be subject to the enforcement provisions of the Liberty Lake Municipal Code, City Development Code, and the River District SAP-08-0001, as applicable.

Section 5. Effective Date.

This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this _____ day of August 2017.

Mayor, Steve Peterson

ATTEST:

City Clerk, Ann Swenson

Approved As To Form:

City Attorney, Sean P. Boutz

Date of Publication: _____

Effective Date: _____

Introduction of Upcoming Agenda Items



**DRAFT CITY COUNCIL
ADVANCED AGENDAS**

For Planning Discussion Purposes Only

As of August 8, 2017

Please note: This is a work in progress; items are tentative

September 5, 2017

DUE Wed, August 30

1. LOCAL BUSINSS SPOTLIGHT: Origin Forensics LLC – Jarrod Carter, President / Erin Foss, COO
2. PRESENTATION: Update on 2017 City Council Priorities
3. Ribbon cutting for Liberty Lake Road Project
4. Consent Agenda (minutes, vouchers)
5. WORKSHOP: North Field – Design Options
6. Council Rules of Procedure Update
7. Award Agreement for Architectural / Engineering Design Services for Trailhead Golf Course Irrigation System Services

TENTATIVE ITEMS:

1. Service contract with Ptera for phones and cameras
2. RESOLUTION – Update to the Financial Policy
3. PRESENTATION: Municipal City Flag (CC confirmation)
4. Legislation to establish a parks board
5. Orchard Park Update
6. Adopting the 2016 – 2017 City Comprehensive Plan Amendment (9/19?)
7. Accept of Orchard Park land transfer (9/19) – Possible Executive Session prior?
8. Award bid for construction of beacon install @ apts/HD (7/4 or alternate)
9. Award bid for signals @ Madson/Signal (potentially 10/17, pending successful funding)
10. ROW Ordinance (10/3 or alternate)
11. Harvard Bridge Revision conceptual design presentation to Council (11/7)
12. Award bid for construction of Orchard Park (12/5)
13. Acknowledgement of Brian Cuda for his donation of time & expertise in helping the City to stream CC meetings.
14. Trutina 1st Addition Final Plat Resolution
15. Planning Commission Re-Confirmations (recurring – 1st or 2nd meeting every December)